

Standard Operating Procedures for De-centralized and Semi-centralized Enlisted Promotions

1. REFERENCES:

- a. AR 25-50, Preparing and Managing Correspondence, dated 3 June 2002.
- b. AR 600-8-19, Enlisted Promotions and Reductions, dated 20 January 2004
- c. AR 600-8-105, Military Orders, dated 28 October 1994.
- d. DA PAM 351-4, U.S. Army Formal Schools Catalog, dated 30 October 1995
- e. DA PAM 351-20, Army Correspondence Course Program Catalog, dated 1 October 2002.
- f. HQDA Monthly Cut-off Scores
- g. Promotions Human Resource Command Website
<https://www.hrc.army.mil/select/Enlisted.htm>
- h. eMILPO User Manual, dated 14 February 2003

2. PURPOSE: To outline the basic standard operating procedures for enlisted promotions within the Korean peninsula. This SOP provides standard procedures used to process enlisted promotions and ensure timely and accurate processing of promotion. Personnel Service Detachments (PSD) has the responsibility of referring to the regulation for rules and steps at each operating task outside of this SOP. This SOP is **not** all-inclusive.

3. RESPONSIBILITY: Each PSD will review all relevant documents for accuracy and completeness and keep subordinates informed of any updates or changes involving promotions.

Appendix A (In processing Promotion Packets)

Appendix B (Out Processing Promotion Packets)

Appendix C (Screening and accepting Enlisted Advancement Report AAA-117)

Appendix D (Screening and accepting Enlisted Promotions Report AAA-294 and Initial Packets)

Appendix E (Preparing initial packets for board appearance)

Appendix F (Accepting Board Proceedings)

Appendix G (Quality Assurance for Reevaluation and Admin Adjustment Packet)

Appendix H (Managing the Promotions By-name and SGT and SSG Promotion Orders)

Appendix I (Managing the EDAS C10)

Appendix J (Removal from the Promotion Standing List)

Appendix K (Processing an Exception to Policy)

Promotions Battle Rhythm

Event	Responsibility	Suspense
Pull C-10 from EDAS. Sort by unit and provide to promotion clerks and respective unit S1s.	NCOIC	3d working day of month
Complete accountability of promotion packets with EDAS C-10.	Promotions Clerk	NLT 10th day of the month
Provide reconciled C10 to TAPS.	Personnel Tech	NLT 10th day of the month
Receive promotion board proceedings from unit S1s.	NCOIC	NLT 20th day of the month
Receive AAA-294 and initial DA Form 3355 report from unit S1s; take appropriate action.	NCOIC	10th day of the month
Receive AAA-117 and DA Form 4187 reports from unit S1s; take appropriate action.	NCOIC	20th day of the month
Initial promotion packet review for board appearance	Soldier	NLT 27th day of the month
Receive monthly cutoff scores from Human Resource Command Online.	NCOIC	NLT 15th day of the month
Pull monthly Army by-name promotion list from EDAS	NCOIC	NLT 15th day of the month
Screen Soldiers eligibility status (TIS, ERUP, FLAG, Current APFT).	Promotions Clerk	NLT 20th day of the month
Prepare memos for the Soldiers that do NOT meet promotion eligibility.	Promotions Clerk	NLT 20th day of the month
Input correct NPRC Code and/or GRCH into EDAS for each Soldier on the by-name.	Promotions SGT	NLT 25th day of the month
Publish promotion orders	NCOIC	NLT 26th day of the month
Ensure distribution is completed on promotion orders	Promotions Clerk	NLT 28th day of the month
Verify all promotions have been submitted in EDAS from the promotion board proceedings.	NCOIC	NLT 27th day of the month
Verify all promotions points have been submitted on all request for REEVAL/Admin Adjustments.	NCOIC	NLT 27th day of the month
Process Removals from the promotion standing list as received. Send Memo to soldier within 5 days of removal.	NCOIC	As Received
Process Exception to Policy (ETP) as received. Forward to TAPS within 5 working days of receipt.	NCOIC	As Received

Appendix A (In processing Promotion Packets)

1. PURPOSE: This SOP prescribes the standard procedures for in-processing promotion packets to gaining command.

2. REFERENCE: AR 600-8-19, Enlisted Promotions and Reductions, Chapter 3-42.

3. REQUIREMENTS:

a. A Soldier's promotable status is identified during in-processing. The promotion work section will: integrate the soldier onto the current recommended list by handwriting the Soldier's name on the copy of the local EDAS C10 for accountability of the promotion packet; ensure all points on the current Promotion Point Worksheet (DA FM 3355) add up; and match the verified points in Enlisted Distribution Assignment System (EDAS) (Figures A1-1 thru A1-8).

b. At a minimum, the promotion packet must contain all required documentation listed on the in-processing checklist (Figure A2). If any required documentation is missing or outdated, the points will be suspended and the Soldier's name will not be annotated on the local EDAS C10. In addition, the following actions will be completed:

(1) Soldier will be notified in writing and provided a 60-day suspense to gather required documentation (Figure A3). Packets that are suspended will be held in the suspense file until the Soldier has taken action or the suspension period has passed.

(2) The promotions clerk will take prompt action to request missing packet and/or documentation from the Soldier's losing command Personnel Services Battalion (PSB) (Figure A4).

(3) If promotion packets have not been received or reconstructed after 60-days, a second memorandum will be sent to the Soldier's chain of command informing them they have an additional 30 days to complete the following: receive the promotion packet from losing command, bring in required documentation, reconstruct the promotion packet (Figure A5) or the Soldier will be removed from the promotion standing list.

(4) Once suspension period has passed, notify promotion authority that Soldier has been removed from the promotion standing list and will be required to re-appear before a promotion board to gain valid recommended list status (Figure A6).

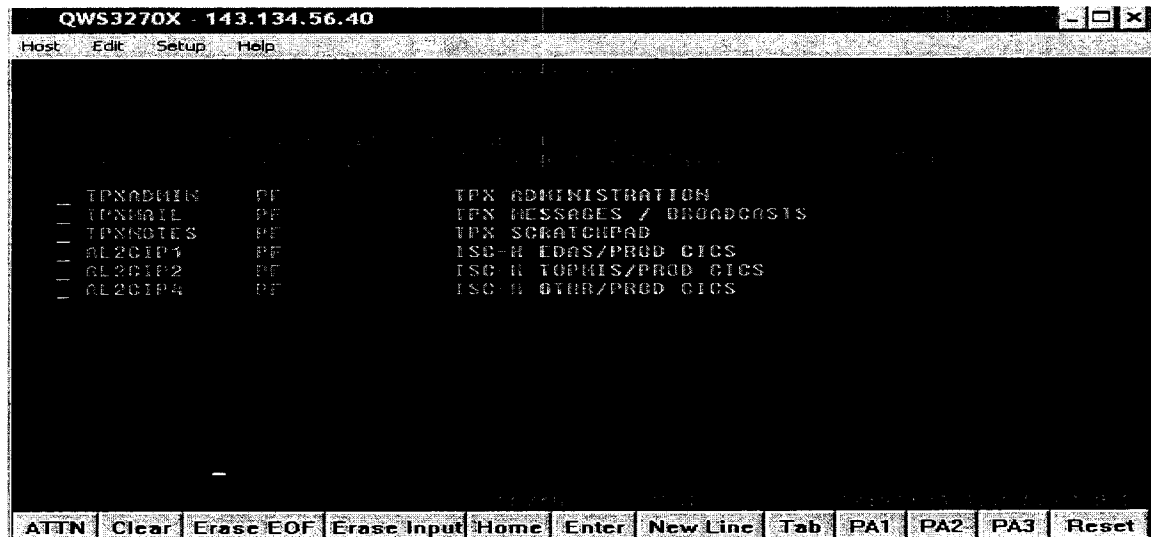
c. The promotion section can reconstruct the Soldier's promotion packet and integrate onto the promotion standing recommended list in the following situation: Promotion board proceedings or the original initial DA Form 3355 signed by the promotion authority are available; and the Soldier's losing command can verify recommended list status.

d. Prior to removing Soldier from recommended list, ensure every possible measure has been completed to obtain promotion packet and the Soldier has been notified in writing of the removal action. Ensure the promotion work center keeps a copy of all memorandums in the removal file drawer for no less than two years (after which they will be forwarded to the Record Holding Area for filing for three years).



Step 1: Double click on the QWS3270 icon on your desktop. Type in your USER-ID and Password and click **ENTER**.

(Figure A1-1)



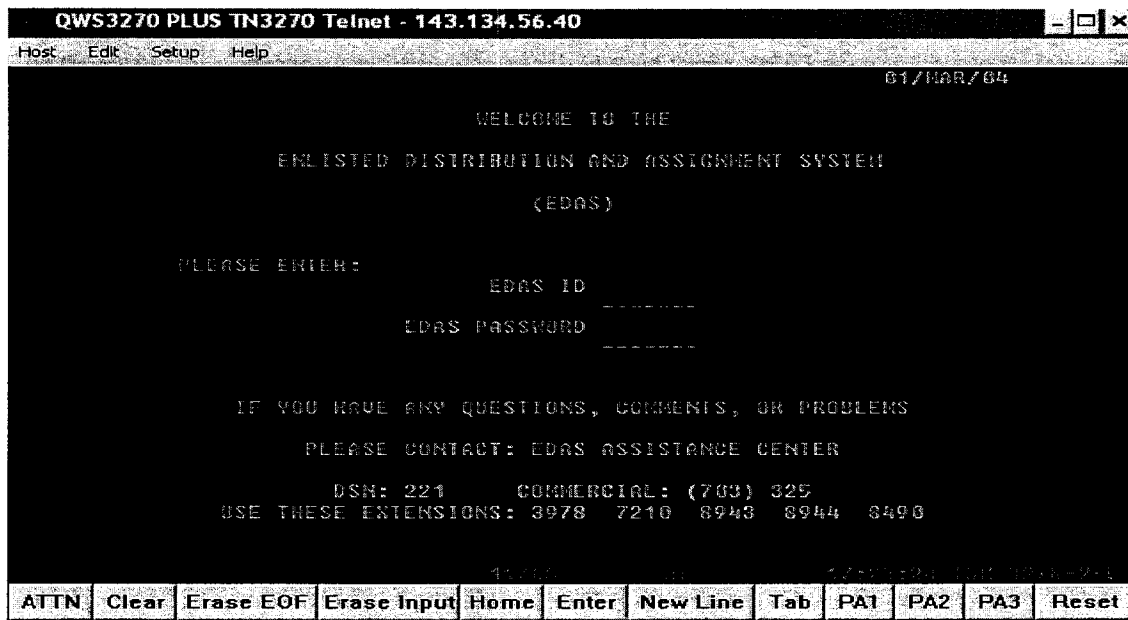
Step 2: Place your cursor up on **AL2CIP1** and click **ENTER**.

(Figure A1-2)



Step 3: Type the word **EDAS** and click **ENTER**.

(Figure A1-3)

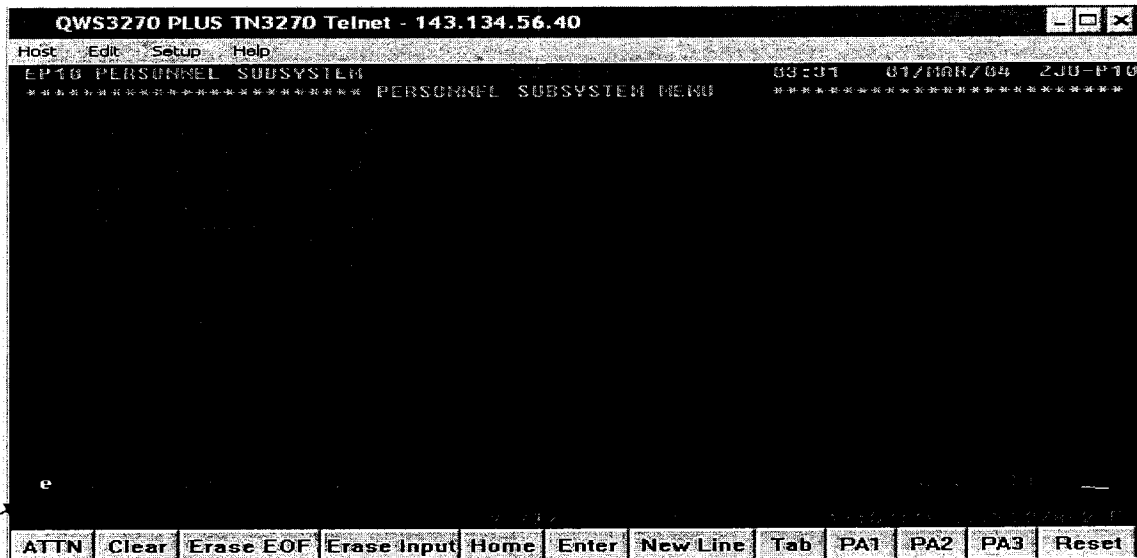


Step 4: Type in your EDAS ID and tab over to type in your EDAS Password, click **ENTER**.

(Figure A1-4)



Step 5: Type **P** for personnel subsystem next to ENTER OPTION DESIRED and click **ENTER**.
(Figure A1-5)



Step 6: Type **E** for EDAS SOLDIER RECORD next to enter option desired and click **ENTER**.
(Figure A1-6)

QWS3270 PLUS TN3270 Telnet - 143.134.56.40

Host Edit Setup Help

EPE1 EDAS SOLDIER RECORD 03:33 01/MAR/84 ZJU-PE1

SOCIAL SECURITY NUMBER/NAME SELECTION

ENTER ONE OR MORE SSNS:

123456789

OR ENTER NAME: _____ PHUSEN: _____ PLULSN: _____

TO REVIEW SELECTED PAGES OF THE ONLINE ESR, ENTER THOSE PAGE NUMBERS IN THE ORDER YOU WANT TO REVIEW IN THE BOXES BELOW:

S PLEASE SELECT AN OUTPUT DESTINATION AND ENTER OPTION IN BOX AT LEFT.

S. SCREEN DISPLAY E. EMAIL F. FTP L. LOCAL

1 ENTER THE NUMBER OF COPIES

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO EXIT

ATTN Clear Erase EOF Erase Input Home Enter New Line Tab PA1 PA2 PA3 Reset

Step 7: Type the SSN of the Soldier and click **ENTER**.

(Figure A1-7)

QWS3270 PLUS TN3270 Telnet - 143.134.56.40

Host Edit Setup Help

EPE2 EDAS SOLDIER RECORD 03:36 01/MAR/84 ZJU-PE2

PAGE 1 123456789

SSN: 123456789 NAME: _____ PGRAD: _____ PPSPQE: _____

DATE LAST CHG PHUSD ADD PAY CAT

PHUSEN ADD PAY TYPE

PROM MOS SKILL OBLG BONUS MOS

PROM LIST SEQ NBR YR MO DT ENL BNS ELIG ESTB BA

CURR PRM PT YR MO DETM YR MO BNS TERM BA

PREV PRM PT YR MO DETM YR MO LAST OFL PHOTO

IND 5 PREV ASI APFT SCORE RESULT YR MO

IND 3 ADD SQI AGE

PDSI HGT WT IND

DATE END EVAL PD YR MO IND WT CON PRFL DETM

PROMPTV PAY CAT STOPS YR MO HIU SCRN TEST EDIN

PRMS SKIL LAST TEST YR MO DATE LAST PHYS EXAM

PREV YR MO PRMS TEST ENL PHYSCL PROFILE FCIR

PHYS CAT

PREV SQI ROW PCIL SCORE

REEL ELIG/INMED REEL PRODM

BASIC INRS QUAL BAD CLASS YR MO DETM

PRESS ENTER TO CONTINUE, F1 FOR HELP, F4 PREV RECORD, OR F5 FOR NEXT RECORD

ESR PAGE: _____

ATTN Clear Erase EOF Erase Input Home Enter New Line Tab PA1 PA2 PA3 Reset

Step 8: Promotable information can be found on page 1 under **PROM MOS SKILL** and **CURR PRM PT YR MO DETM**. This date and points should match the information in the promotion packet. Click **F5** if you are looking at multiple Soldiers or **F3** to take you back to main menu.

(Figure A1-8)

INPROCESSING PROMOTION PACKET CHECKLIST

- ❑ Promotion packet must have the following:
 - Initial DA Form 3355
 - Signed and dated by company commander, Section A, item 2.
 - Signed and dated by the responsible official, Section C, item 4.
 - Signed and dated by the Soldier, Section C, item 5.
 - Signed and dated by the promotion authority, Section D.
 - Board Proceedings signed by board CSM and endorsement memorandum signed by the promotion authority LTC or higher.
 - Supporting documentation (i.e. award, Certificate of Trainings, civilian education).
 - EDAS printout or a copy of current C10 with the Soldiers name on it.
 - Current promotion points on EDAS should match those on DA Form 3355.
- ❑ Validation of promotion points and supporting documentation:
 - Military Training
 - ~Current APFT
 - ~Current Weapon qualification
 - Performance Evaluation
 - Awards and Decorations
 - Military Education (Remember – 40 pts for BNCOC)
 - Civilian Education (Remember- Only **ONE** transcript is authorized)
- ❑ Memorandum of Responsibility signed and dated.

(Figure A2)

DEPARTMENT OF THE ARMY
____ Det, 000th Personnel Services Battalion
Unit #00000
APO AP 96205-0000

OFFICE SYMBOL

(Suspense Date 60 days) S: _____
Today's Date: _____

MEMORANDUM FOR CDR (Current full Unit address)

FOR (Soldier's name and rank)

SUBJECT: Suspended Promotion points

1. **Last Name, First Name, SSN** a member of your command did not submit a copy of his/her promotion packet to the Promotion Section or is missing required documentation as listed below: _____

2. In accordance with Army Regulation 600-8-19, Para 3-42 Soldiers whose promotion packet is lost and cannot be reconstructed, or whose recommended list status cannot be verified within 90 days, must reappear before a promotion board to gain recommended list status. Any disputed points will be suspended until proof is received by the suspense date shown.

3. Soldiers are responsible for in-processing with the promotion section upon arrival to the gaining command. If a Soldier fails to in-process, the rules stated above apply.

4. Point of contact for this memorandum is SSG Suzy Q. Kwik at 724-0000.

I understand if my promotion packet is not returned to _____, PSB promotions section, by the suspense date shown above, I will be removed from the promotion standing list (C10).

(Soldier's Signature)

FOR THE COMMANDER:

PSD CHIEF SIGNATURE BLOCK

(Figure A3)

DEPARTMENT OF THE ARMY
DET, 000th Personnel Services Battalion
UNIT # 00000
APO AP 96205

OFFICE SYMBOL

DATE: _____

MEMORANDUM FOR Commander, _____ **(Losing PSB)**

SUBJECT: Requested Promotion Packet

1. (Soldier name, rank and SSN), a former member of your command inprocessed during (Date) without a copy of his/her promotion packet.
2. Request the promotion packet be forwarded to the following address as soon as possible:
Commander,
____ Det, 000th Personnel Services Battalion
Unit #15316,
APO AP 96205-0000
3. (Soldiers name) will be administratively removed from the recommended list effective (date that 90 days suspense is up).
4. Point of contact for this memorandum is SSG Suzy Q. Kwik at 724-0000.

FOR THE COMMANDER:

CHIEF PSD SIGNATURE BLOCK

(Figure A4)

DEPARTMENT OF THE ARMY
____ Det, 000th Personnel Services Battalion
Unit #00000
APO AP 96205-0000

OFFICE SYMBOL

(Suspense Date 30 days) S: _____
Today's Date: _____

MEMORANDUM FOR CDR (Current full Unit address)

FOR (Soldier's name and rank)

SUBJECT: Suspended Promotion points (2d request for promotion packet/required documentation).

1. Last Name, First Name, SSN a member of your command did not submit a copy of his/her promotion packet, or submitted required supporting documentation to the Promotion Section.
2. The initial request was forwarded to your command on (Date first request was sent out), however as of date, your promotion packet has not been received or reconstructed. In accordance with Army Regulation 600-8-19, Para 3-42 Soldiers whose promotion packet is lost and cannot be reconstructed within 90 days of arrival or their recommended list status cannot be verified must reappear before a promotion board to gain recommended list status.
3. If action is not taken by the suspense date shown above, you will be removed from the recommended list and will have to reappear before a promotion board to gain recommended list status.
4. Point of contact for this memorandum is SSG Suzy Q. Kwik at 724-0000.

FOR THE COMMANDER:

PSD CHIEF SIGNATURE BLOCK

(Figure A5)

DEPARTMENT OF THE ARMY
DET, 000th Personnel Services Battalion
UNIT # 00000
APO AP 96205

OFFICE SYMBOL

DATE: _____

MEMORANDUM FOR Commander, _____ (Current Unit)

FOR _____ (Soldiers standard name line and SSN)

SUBJECT: Removal from Promotion Recommended List (C10)

1. In accordance with Army Regulation 600-8-19, Para 3-42 Soldiers whose promotion packet is lost and cannot be reconstructed within 90 days of arrival or their recommended list status cannot be verified must reappear before a promotion board to gain recommended list status.
2. _____ (Soldier standard name line and SSN), a member of your command has been removed from the promotion recommended list effective _____ (Date of removal). Soldier must reappear before a promotion board to gain recommended list status.
3. Point of contact for this memorandum is SSG Suzy Q. Kwik at 724-0000.

FOR THE COMMANDER:

CHIEF PSD SIGNATURE BLOCK

(Figure A6)

Appendix B (Out Processing Promotion Packets)

1. PURPOSE: This SOP prescribes the standard procedures for out-processing promotion packets to gaining command.

2. REFERENCE: AR 600-8-19, Enlisted Promotions and Reductions, Chapter 3-38.

3. REQUIREMENTS: The promotion packet is designated as a transferable document that moves with the Soldier upon Permanent Change of Station (PCS).

a. Soldiers will have every opportunity to review their promotion packet prior to departure. Personnel Service Detachments (PSD) must complete the following promotion packet out-processing steps:

(1) PSD will notify departing Soldiers when to pick up promotion packets prior to final out.

(2) Physical inventory of promotion packet will be completed and verified by the Soldier (Figure B1).

(3) Place entire promotion packet along with a completed Outprocessing Promotion Status memorandum (Figure B1) in a sealed envelope and provide the envelope to the Soldier.

(4) Promotion clerk will initial the block pertaining to promotion packet on DA Form 137-2 (Installation Clearance Record).

(5) Promotion clerk will sign the promotion packet out on the master EDAS C10 and annotate "PCS" and current date next to the Soldier's name (Figure B2). PSDs will keep a signed copy of the out-processing checklist with departing Soldier's signature.

(6) Soldier will sign for the promotion packet on a Transmittal Record (DA Form 200). File a copy of the DA Form 200 (Figure B3) with a copy of the Outprocessing Promotion Status memorandum (Figure B1) in the out processing packet file drawer and maintain for no less than one year.

(7) Promotion clerk will logout the promotion packet in the PCS/ETS log.

DEPARTMENT OF THE ARMY
DET, 000th Personnel Services Battalion
UNIT # 00000
APO AP 96205

OFFICE SYMBOL (600-8-19)

Date: _____

MEMORANDUM FOR Commander, Gaining PSB

SUBJECT: Out-processing Promotion Status

1. Promotion status on:

(RANK)	(NAME)	(SSN)	(UNIT)
--------	--------	-------	--------

- ☐ Promotion packet is complete. Promotion packet is enclosed.
- ☐ Current C-10 was / was not available at the time of the Soldier's departure from this Command.
- ☐ EDAS promotion printout is / is not enclosed.
- ☐ Initial DA Form 3355 is / is not enclosed.
- ☐ Copy of the Board Proceedings is / is not enclosed.
- ☐ Copy of the C-10 is / is not enclosed.
- ☐ Signed and dated Memorandum of Responsibility is /is not enclosed.
- ☐ Soldier was removed on _____ by his / her promotion authority.
- ☐ Soldier held a valid promotable status upon PCS and should be integrated on your Command's C-10.
- ☐ Current promotion points: _____. Date of current promotion points: _____.
- ☐ Previous promotion points: _____. Date of previous promotion points: _____.
- ☐ Remarks: _____
- ☐ Soldier's Signature and Date: _____

CHIEF PSD SIGNATURE BLOCK

(Figure B1)

FLAG

031211 PCS

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
ALSTON VICTORIA	123456789	SP4	990621	73C2	566	0311	475	0308	050626	175FIN WENHAA	0177FIDET A	20010821	20040609			
BEMIS NATHAN MI	123456790	SP4	970527	73C2	439	0210	460	0206	050110	175FIN WEMEA0	FIBN DET A	19990201	20040916			
GONZALEZ JESUS	123456791	SP4	000609	73C2	658	0401	549	0310	060802	175FIN WENHCO	0177FIDET C BN	20020809	20050118			
HERNANDEZ RONAL	123456792	SP4	990622	73C2	621	0208	585	0204	060101	175FIN WENHT0	FIBN DET HHD	20010601	20050215	K		ENTRY INTO WEIGH
JONES CHRISTOPH	123456793	SP4	001116	73C2	528	0401	443	0312	051116	175FIN WEMEA0	FIBN DET A	20020701	20050916			CONTROL-PROGRA
LAVRENCE CARTRI	123456794	SP4	000713	42L2	470	0308			060716	175FIN WENGAA	0175FICOMMAND	20020601	20040506			
LEWIS AMINA JAN	123456795	SP4	970601	73C2	649	0301	571	0208	090316	175FIN WENHCO	0177FIDET C BN	19990301	20050117			
LEWIS DEONA QUI	123456796	SP4	951127	73C2	659	0311	664	0307	060113	175FIN WEMECO	FIBN DET C	19980201	20041116			
MACKLIN MICHAEL	123456797	SP4	970612	73C2	744	0402	696	0309	050207	175FIN WENGAA	0175FICOMMAND	19990812	20041117			
MOTT MICHAEL JA	123456798	SP4	980706	73C2	431	0310			050403	175FIN WENGAA	0175FICOMMAND	20000907	20040617			
NEPTUNE WILLIAM	123456799	SP4	960809	73C2	783	0402	683	0401	060410	175FIN WENGAA	0175FICOMMAND	19980601	20041104			
PARK HANYONG	123456800	SP4	010102	73C2	577	0312			060429	175FIN WEMEA0	FIBN DET A	20030102	20050805			
SIMMONS NATHAN	123456801	SP4	010627	96B2	569	0401			050626	175FIN WENGAA	0175FICOMMAND	20030101	20040416			
SMITH NICHARDO	123456802	CPL	000726	42L2	550	0311	584	0212	040725	175FIN WENHT0	FIBN DET HHD	20020201	20040519			
STEFFES KENNETH	123456803	SP4	990827	73C2	518	0402	572	0209	060917	175FIN WENHBO	0177FIDET B	20011027	20040310			
TUTSON EVERETTE	123456804	CPL	911029	73C2	667	0309	646	0207	060506	175FIN WENHCO	0177FIDET C BN	19960101	20040212			
WATTLEY LATOYA	123456805	SP4	010321	73C2	589	0306			050320	175FIN WENGAA	0175FICOMMAND	20021001	20041214			
WHEELER ERIC MI	123456806	SP4	000211	42A2	408	0306			070227	175FIN WEMETO	FIBN DET HHD	20011101	20041113			
WHITE PATRICIA	123456807	SP4	000803	73C2	721	0401	657	0304	060824	175FIN WEMEB0	FIBN DET B	20020401	20050111			
WRIGHT COURTNEY	123456808	SP4	000830	73C2	702	0402	624	0401	060910	175FIN WEMEB0	FIBN DET B	20021001	20050111			
AHN CHANGHYAN	123456809	SP4	990908	15U2	592	0402			061004	17AV WAX4B0	020052AVCO B	20010901	20050824			
ALLEN JOSHUA	123456810	SP4	010816	92A2	376	0310			050815	17AV WDC1AA	0017AVHHC	20030416	20050302			
ANDERSON BILLY	123456811	SP4	961112	15U2	439	0308	581	0208	060603	17AV WAX4A0	020052AVA CO	19990112	20041123			
ANDRES GABRIEL	123456812	SP4	990414	35D2	469	0312			050803	17AV WHN6AA	AV BN 04 CO A	20010201	20050609			
ANTONUCCI SEAN	123456813	SP4	001026	15T2	552	0401	504	0311	061025	17AV WCYMCO	010052AVCO C	20021026	20041021			
ARFSTEN JOSHUA	123456814	SP4	991001	15Q2	587	0402	497	0307	070101	17AV WQ3Z99	AV HHC AUG	20011201	20040611			
ARMSTRONG WILLI	123456815	CPL	990826	15U2	580	0310			060423	17AV WAX4A0	020052AVA CO	20010801	20040629			
BAIN JOSHUA LOG	123456816	SP4	010727	15U2	414	0401			070726	17AV WAX4B0	020052AVCO B	20030201	20050317			

Example copy of the master C10. Recommended the Master C10 be located in a place designated by the NCOIC of Promotions.

(Figure B2)

TRANSMITTAL RECORD For use of this form, see AR 25-50; the proponent agency is DCSPER		1. SECURITY CLASSIFICATION <div style="text-align: center;">unclass</div>		2. SHIPMENT NO.	
3. TITLE/FILE IDENTIFICATION <div style="text-align: center;">Promotions</div>		4. AS OF DATE (YYYYMMDD) <div style="text-align: center;">2009/12/22</div>		5. SHIPMENT DATE (YYYYMMDD) <div style="text-align: center;">2009/12/22</div>	
6. AUTHORITY FOR SHIPMENT <div style="text-align: center;">AR 600-8-19</div>		7. NUMBER OF RECORDS TRANSMITTED <div style="text-align: center;">12</div>			
8. PERSON TO CONTACT (Name and telephone) <div style="text-align: center;">Joe Snuffy 316-555-9600</div>		9. REQUIREMENT CONTROL SYMBOL (AR 335-15)			
10. SHIPPED FROM 20th GrenYellow Regiment APO AP 96287		11. SHIPPED TO 19th Squadran Fort Sunny Beach, FL 35353			
		<input type="checkbox"/> RETURN RECEIPT REQUESTED (When box is checked, sign below and return copy to sender.)			
10a. TYPED NAME AND TITLE OF SENDER <div style="text-align: center;">Karl Sims 1LT, AG Commanding</div>		11a. TYPED NAME AND TITLE OF RECEIVER			
10b. SIGNATURE OF SENDER		11b. SIGNATURE OF RECEIVER AND DATE			
12. TYPE OF MEDIA TRANSMITTED					
<input checked="" type="checkbox"/> HARD COPY		<input type="checkbox"/> PUNCHED CARDS		<input type="checkbox"/> CASSETTES	
<input type="checkbox"/> MICROFILM		<input type="checkbox"/> PHOTO		<input type="checkbox"/> FICHE	
13. NUMBER OF BOXES (Packages)			14. NUMBER OF ITEMS		
15. METHOD OF SHIPMENT					
<input type="checkbox"/> COURIER		<input type="checkbox"/> FIRST CLASS		<input type="checkbox"/> PARCEL POST	
<input checked="" type="checkbox"/> EXPRESS MAIL		<input type="checkbox"/> REGISTERED			
16. SPECIAL INSTRUCTIONS Complete promotion packet (Carl Thomas)					
17. TYPE COMPONENT USED (For magnetically recorded data)					
18. REMARKS					

Appendix C (Enlisted Advancement Report AAA-117)

1. PURPOSE: The purpose of this memorandum is to outline procedures each Promotion section will follow and enforce when accepting and screening the Enlisted Advancement Report (AAA-117) from servicing units.

2. REFERENCE: AR 600-8-19, Enlisted Promotions and Reductions, Chapter 2 and eMILPO User Manual 14.11.2 (Figure 14-36) and 11.6.3 (Figure 11-48).

3. REQUIREMENTS:

a. Promotion work centers will conduct a monthly audit of at least 10 percent of units serviced to ensure waiver ceilings are correctly computed and executed using the checklist at figure C1. However, 100% submission of the AAA-117 report and completed Personnel Action Form (DA FM 4187) is required no later than the 20th of the month preceding the promotion month to the PSD.

(1) All data updates are performed at the unit S1 level and signed by the company commander. The Battalion Commander must sign the AAA-117 as the reviewing authority for Soldiers who are recommended for promotion to Specialist (SPC) with waiver(s) (Figure C2).

(2) Date of rank and effective date for promotion with waiver is the first day of the month. Date of rank and effective date for automatic promotions is based on the basic active service date (BASD).

b. DA Form 4187 is used for Soldiers who are being denied automatic promotion, Soldiers being promoted with waiver or Soldiers promoted after the automatic promotion date.

(1) For each Soldier selected for promotion with waiver, a DA Form 4187 must be attached to the report.

(2) If the automatic Promotion is denied (circled NO) the S1/Unit eMILPO clerk is responsible for inputting the "PA" flag code in eMILPO to deny the automatic promotions. Two days after the promotion was to have taken place, the S1/Unit eMILPO clerk removes the "PA" flag code.

c. PSDs will only accept accurate AAA-117 reports. The promotion work section will log, date stamp, and initial each page of the AAA-117 report and DA Form 4187. In addition, the promotion clerk will write the name of the unit/battalion on the first page of the AAA-117 report and file in the decentralized promotion drawer.

AAA-117 UNIT ENLISTED ADVANCEMENT REPORT CHECKLIST

- ❑ Reviewing AAA-117 Report (Due on the 20th of the month. Letter of lateness is required if AAA-117 is received after the 20th of the month).
 - ◇ Unit commander annotated **YES** or **NO** for the recommendation column for every Soldier, initials required next to each entry.
 - ◇ Ensure initials by each **YES** and **NO** match the commander's signature.
 - ◇ Unit commander's signature block and signature.
 - ◇ Battalion commander's signature block and signature if waivers for SPC are being used on the report.
 - ◇ DA Form 4187 for each "YES" annotated on the report that for promotions with waivers.
 - ◇ Unit may generate the DA Form 4187 for all automatic promotions (not required) as a courtesy for the Soldier in case of future problems with finance.
- ❑ DA FORM 4187-E
 - ◇ DA Form 4187 must be eMILPO generated – DA Form 4187-E.
 - ◇ Soldier's personal data on the report must match signature on DA Form 4187 and the AAA-117 report. If not, do not accept the report.
 - ◇ REMARKS section must specify:
 - Rank being promoted to.
 - Date of Rank.
 - Effective Date of Rank.
 - "WITH WAIVER," applicable.
 - ◇ Unit commander must annotate "APPROVED" and not "RECOMMEND APPROVAL."
 - ◇ Commander's signature block, signature and date.
 - ◇ If the promotion was denied, ensure that the flag code "PA" has been removed (not earlier than one day after and not later than two days after the promotion effective date).

(Figure C1)

Enlisted Advancement Report (AAA-117)

UIC: WHQPAA Date of Report: 20040301

PV1 Eligible

Name	SSN	MOS	Rank	BASD	TIS	DOR	TIG	PSS	PHY Advancement CAT	Action	Remarks
GRIMSLEY, BEN	[REDACTED]	21B	PV1	20030918	6	20030918	6			<input checked="" type="radio"/> YES <input type="radio"/> NO	

PV1 Eligible with Waiver

No soldier data found for the selected UIC.

PV1 Not Eligible for Promotion

No soldier data found for the selected UIC.

Waiver Allocation Report

Total Number of Soldiers Assigned	Total Allowance with Waiver	Number of Soldiers with Less Than Required TIS	Total Waivers Authorized
6	1	0	1

PV2 Eligible

Name	SSN	MOS	Rank	BASD	TIS DOR	TIG PSS	PHY Advancement CAT	Remarks
REEDY, ANDREW SHAWN	[REDACTED]	27D	PV2	20030304	12	20030904	A	YES NO
SWANSON, JONATHAN LEE	[REDACTED]	21B	PV2	20030306	12	20030305	A	YES NO

was already promoted JJ

PV2 Eligible with Waiver

Name	SSN	MOS	Rank	BASD	TIS DOR	TIG PSS	PHY Advancement CAT	Remarks
BECK, ANDREW DAVID	[REDACTED]	21B	PV2	20030430	10	20030430	A	YES NO
SMITHERS, MICHAEL JAMES	[REDACTED]	21B	PV2	20030402	10	20030402	A	YES NO

PV2 Not Eligible for Promotion

Name	SSN	MOS	Rank	BASD	TIS DOR	TIG PSS	PHY Advancement CAT	Remarks
MASTIN, SANDRA ALYSE	[REDACTED]	31U	PV2	20030416	10	20031016	A	ENTRY INTO WEIGHT-CONTROL-P ROGRAM
SHANLEY, KEITH ANDREW	[REDACTED]	21B	PV2	20030722	7	20040122	1	YES NO

Waiver Allocation Report

Total Number of Soldiers Assigned	Total Allowance with Waiver	Number of Soldiers with Less Than Required TIS	Total Waivers Authorized
7	1	1	0

Commander/Authorized Representative

Jean Johns
CPT, AR
Commanding

 1 Mar 04
Signature Date

Appendix D (Unit Enlisted Promotion Report (AAA-294) and Initial DA Form 3355 (Promotion Worksheet))

1. PURPOSE: The purpose of this memorandum is to outline procedures each promotion work section will follow when accepting and screening the Unit Enlisted Promotion Report (AAA-294) and initial promotion packets from servicing units.

2. REFERENCE: AR 600-8-19, Enlisted Promotions and Reductions, Chapter 3, and eMILPO User Manual, 14.11.3 (Figure 14-37).

3. REQUIREMENTS:

a. IAW AR 600-8-19, the AAA-294 report and initial promotion packets are **due to the PSB no later than the 10th** of the month preceding the board. When the 10th falls on a holiday/weekend, the due date will be the following workday.

(1) The AAA-294 is a by-name list of the unit's SPCs and SGTs who are eligible/not eligible to appear before a promotion board. Company commanders will personally review, annotate, and authenticate the AAA-294 with signature block and signature. The company commander must initial by each Soldier's name whether they are being recommended or not for board appearance (Figure D1). Depending on how many separate companies within the battalion, there may be various company commanders' signatures on the AAA-294.

(2) Soldiers that have "yes" circled for promotion action require a completed DA Form 3355 (Promotion Point Worksheet) with a current Army Physical Fitness Test (APFT), and weapons qualification card attached inside promotion packet prior to being submitted to the promotions section. If a packet is not available for a recommended Soldier, do not accept the AAA-294 and initial DA Form 3355s. PSDS will not accept packets turned in for Soldiers NOT recommended (circled no) on the AAA-294 report. For example, if the report reflects 14 Soldiers being recommended (unit commander circled "yes" on the AAA-294, 14 initial packets should be turned into the PSD).

(3) Promotion work section personnel will use the AAA-294 checklist **AT ALL TIMES** when receiving and reviewing AAA-294 report (Figure D2).

(a) PSDs will only accept accurate reports. Date stamp and place initials or signature on every page of the report.

(b) Return all inaccurate reports to unit/S1 clerk for corrections.

(c) Log the AAA-294 report and initial promotions packets as being received on your promotion tracking log.

(d) File packets in pending board appearance file drawer until Soldiers come in for complete initial promotion review.

b. DA FORM 3355 (Promotion Point Worksheet) must have original date and signatures. Photocopies and/or fax copies will **not** be accepted. Previous board DA Form 3355s cannot be reused.

(1) Appropriate supporting documentation will also be included for all other administrative points to be computed. No points will be granted for awards, military and civilian education without proper documentation.

(2) Items 1 through 7 and Section A of the DA Form 3355 must be completed prior to turning in packets to the promotion section. If any information contained in these items is not accurate, the packets and the report will not be accepted at the PSD. **NO EXCEPTIONS!!!**
The packets and report will be 100% accurate or packets will not be accepted.

c. A letter of lateness is required for all AAA-294 and initial promotions packet received after the 10th of the month (Figure D3). The letter must be signed by a LTC or higher and will not be accepted after the 25th of the month. The Promotions NCOIC or the Personnel Technician will make exceptions on a case-by-case basis.

d. After Soldiers have completed initial promotion review, ensure they have enough points to appear before promotion board. Certify promotion packets by completing Section B of the DA Form 3355. SSG/GS6 or above must authenticate the DA FM 3355 to verify administrative points shown were accurately extracted from the Soldier's provided source documents.

Enlisted Promotion Report (AAA-294)

UIC: WHQPAA Date of Report: 20040301

SPC/CPL Eligible

No soldier data found for the selected UIC.

SPC/CPL Eligible with Waiver

Name	SSN	MOS	Rank	BASD	TIS	DOR	TIG	PSS	PHY CAT	Promotion Action	Commander DTY	PERF	PTS	Remarks
FERGUSON, JAMES FREDRICK	070681987	21B	SPC	20010809	30	20030401	11	A	YES	NO	IG			
LONG, RICARDO KARL	093766433	31U	SPC	20010130	37	20040101	2	P	A	YES	NO			
VANELIS, ORBRY	244619105	63B	SPC	20010620	32	20030101	14	P	A	YES	NO			IG

SPC/CPL Not Eligible for Promotion

Name	SSN	MOS	Rank	BASD	TIS	DOR	TIG	PSS	PHY CAT	Promotion Action	Commander DTY	PERF	PTS	Remarks
BLANN, JAMES AARON	219256335	31U	SPC	20020723	19	20040201	1	F	A	YES	NO			IG

James Gross
JAM GROSS
LTC, EN
Commanding
1000000

AAA-294 UNIT ENLISTED PROMOTION REPORT AND INITIAL PACKETS LEADERS CHECKLIST

- ☐ Reviewing AAA-294 Packet (Require letter of lateness if received after the 10th of the month).
 - Unit commander annotated “YES” or “NO” for the recommendation column for every Soldier and initials next to each entry.
 - The unit commander’s signature block and signature.
 - DA Form 3355 and initial promotion packet included for each “YES” annotated on the report.
 - Soldier’s personal data on the report match that on DA Form 3355 and EDAS. If not, do not accept promotion packet.
- ☐ Reviewing Soldier’s Qualification on EDAS. If the Soldier **does not meet** any of the qualifications, **do not accept** the initial promotion packet.
 - Checks the Soldier’s qualification by determining his/her TIS and TIG, IAW AR 600-8-9, Table 3-3. Time requirement for board appearance as of the first day of the board month.
 - Verify BASD for Time In Service - annotate on top of DA Form 3355.
 - Verify DOR for Time In Grade – annotate on top of DA Form 3355.
 - Verify any FLAG or BAR in EDAS and the AAA-095 eMILPO Report
 - If Soldier has a flag or bar – do not process.
 - If Soldier does not have a flag or bar – continue to process.
- ☐ Reviewing DA Form 3355 and initial promotion packet.
 - Military Training: Information on DA Form 705 (AFPT) and Weapon Qualification form must match DA Form 3355.
 - Reviewing APFT:
 - Most recent APFT must have been taken within 1 year of the promotion board month.
 - ☐ If YES – Continue processing
 - ☐ If NO – Do not accept packet
 - Scores on DA Form 705 must match those on DA Form 3355.
 - ☐ If NO – Make adjustments on DA Form 3355 to reflect new points.
 - ☐ If YES - Award promotion points for physical fitness.
 - Reviewing Weapons Qualification:
 - Most recent weapon qualification must be within 2 years from the promotion board month.
 - ☐ If YES – Continue processing.
 - ☐ If NO – Do not accept packet.
 - The DA Form used and Total Hits must match those on DA Form 3355
 - ☐ If NO – Make adjustments on DA Form 3355 to reflect new points.
 - ☐ If YES – Award promotion points for weapons qualification.
 - Duty Performance Evaluation (Maximum 150 Points Awarded, 1-30 points for each concept).
 - Commander’s signature block, signature and date on Section A, item 3.
 - Annotate the sum of the total promotion points for military training and duty performance evaluation.
- ☐ Date Stamp APFT and Weapon Qualification forms if packet is accepted.
- ☐ Date Stamp and initial the AAA-294 Report – make 1 copy for the S1.

(Figure D2)

DEPARTMENT OF THE ARMY
345th Signal Battalion
UNIT # 00000
APO AP 96205

OFFICE SYMBOL

DATE: _____

MEMORANDUM FOR Commander, Alpha Detachment, ____th Personnel Services Battalion,
APO AP 96205-5316

SUBJECT: Letter of Lateness

1. The AAA-294s are being submitted after the due date to the Personnel Services Battalion because of a Battalion External Evaluation. Internal procedures have been established to ensure that all future reports will be submitted on time.
2. Point of Contact this action is the undersigned at 724-0009.

Encl
as

JOHN DOE
LTC, SC
Commanding

(Figure D3)

Appendix E (Preparing Initial Packet for Board Appearance)

1. PURPOSE: The purpose of this memorandum is to outline procedures each PSD will follow and enforce when screening, accepting and returning supporting documentation for an initial evaluation of a promotion packet.

2. REFERENCE: AR 600-8-19, Enlisted Promotions and Reductions, Chapter 3.

3. REQUIREMENTS:

a. Battalion S1 prepares the Enlisted Promotion Report (AAA-294) report with the Promotion Point Worksheet (DA Form 3355) and forwards to the PSD by the 10th day of the month preceding the board month.

b. PSDs will conduct initial evaluations of the DA Form 3355 received from the unit S-1 no later than the 15th of the month. This allows Soldiers approximately two weeks to conduct initial evaluations prior to the unit board appearance. Recommend individual Soldiers come to the PSB on a walk-in basis or by appointment to conduct his/her initial evaluation. Soldiers will bring all supporting documentation for award of promotion points. If the Soldier is unable to be present during his/her initial evaluation, he/she may give all source documents to the unit S1 for turn-in to the PSD. PSD will complete the initial review without the Soldier present.

c. The last day for initial evaluations is three business days prior to the end of the month preceding the promotion board month. This allows the PSD to prepare initial packets for Soldiers who did not show up for the initial evaluation and to prepare for pickup of the initial promotion packets by unit S1s.

4. RESPONSIBILITIES:

a. PSBs will verify all supporting documentation, date stamp each source document with current date, and separate all supporting documents into the following:

(1) Military Training – maximum 100 points. See AR 600-8-19, Chapter 3-46 for further clarification.

(2) Military Awards - maximum 100 promotion points. Awards and Decorations – Certificates will be accepted only if the order number is printed on them. If order number is missing, the approved Award Recommendation (DA Form 638) with order number must be used. Certificates of Achievements must be signed by a LTC (O5) or above who is serving in a Battalion Commander position or higher. Points may be awarded using the Enlisted Record Brief (ERB) for the Southwest Asia Campaign Stars. Soldiers must have served 90 consecutive days and will be awarded 3 points per month with a maximum of 12 points. See AR 600-8-19, Chapter 3-47 for further clarification.

(3) Military Education – maximum 200 promotion points. Ensure points are not given for duplicate courses. See AR 600-8-19, Chapter 3-48 for further clarification.

(4) Civilian Education – maximum 100 promotion points. All transcripts must be official and the school must be accredited by the Accredited Institutes of Post Secondary Education Guide, dated 1995 or later. Valid transcripts will have the course name, hours earned, and total hours accumulated. **All transcripts will be consolidated onto one transcript.** PSB promotions work section will contact the education center for assistance in determining if a school is accredited. Grade slips and grade reports are acceptable if they are machine printed. See AR 600-8-19, Chapter 3-49 for further clarification.

b. Ensure the Soldier reads and understands the Memorandum of Responsibility. This must be completed and filed even if the Soldier does not complete the initial packet review at the promotion work center (Figures E1-1 thru E1-3). Soldier will initial next to each paragraph and sign the memorandum.

c. Add the Total Performance Points and the Administration points on the DA Form 3355 and place in the “INITIAL” column; section C, item 1a and 1b respectively.

5. LEADER CHECKS:

a. Ensure DA Form 3355 is filled out correctly (Figure E2), all supporting documentation is separated according to each section of the DA 3355, and points have been awarded correctly.

b. Fill in Section B item 4 and 5 by placing signature and date certifying administrative data has been accurately extracted from source documents and the promotion points indicated is correct (Figures E3-1 thru E3-2).

c. Ensure the Soldier has a minimum 200 points if appearing before the SGT board and 300 points if appearing before the SSG Board. This would require the Soldier to max the promotion board for a full 150 points to attain the minimum amount of points 350 and 450 respectively to gain promotable status.

d. If Soldiers does not meet the minimum required points write DISAPPROVED across the top of the DA Form 3355.

e. Attach all unit DA Form 3355s on a Transmittal Record (DA Form 200) in unit file drawer for unit S1s to pick up at least three duty days prior to promotion board.

MEMORANDUM FOR RECORD

SUBJECT: Memorandum of Responsibility, in accordance with (IAW) AR 600-8-19, paragraphs 3-6a (7), 3-18d and Table 3-8, Step #3.

1. I, _____, understand that IAW AR 600-8-19, it is my responsibility to ensure the accuracy of my promotion related paperwork and that I must meet eligibility and promotion criteria IAW Tables 3-3 and 3-4. I acknowledge the following procedures and /or requirements (Initial beside each subparagraph) and understand that this memorandum is not all-inclusive of requirements and stipulations as prescribed within AR 600-8-19.
 - a. All promotion related documents must be submitted in a timely manner to allow the promotion technical chain of command sufficient processing time and be IAW local established and documented suspense's (IAW para3-20b).
 - b. Sign and date DA Form 3355, Section B, Item 6 and 7 certifying that all administrative points have been accurately extracted and that the promotion points indicated are correct (IAW para3-53c).
 - c. Obtain a minimum of 450 total promotion points if competing for SSG or 350 total promotion points if competing for SGT in order to be integrated onto the recommended list (IAW para3-18f). Promotion points will become effective on the 1st day of the second month following board appearance, approval by the promotion authority and input into the TAPDE (IAW para3-18c).
 - d. Verify and initial the recommended list (C10) each month for accuracy (IAW para 3-2a (3) (b)).
 - e. Administrative reevaluations and promotion point adjustments:
 - (1) An administrative reevaluation (using a memorandum) may be requested any time the current promotion point total is increased by 20 points or more (must be in a promotable status IAW para1-10). Promotion scores achieved through the reevaluation process are effective for promotion on the first day of the second month following the date the new score is entered into the TAPDS. A total reevaluation may be requested only after six months from the latest board appearance or last administrative reevaluation. A total reevaluation (using DA Form 3355) includes the entire process: the commander's recommendation, promotion board appearance, and administrative points (the commander may not disapprove a request for total reevaluation).
 - (2) (A Promotion point adjustment may be requested using a memorandum) to correct a mathematical error or to add subtract administrative points (IAW Para3-22). Adjustments must be supported by official documentation (dated prior to the last promotion action). Additions will become effective on the first day of the second month following the month the date is input into the TAPDE (adjustments will not result in a retroactive promotion). Subtractions are effective immediately.
 - f. Promotion points will be suspended from the promotion point worksheet (DA Form 3355) for being outdated (APFT score, weapon qualification, EMT certification) or when the validity of a document is in question. A period of 60 days is allowed for verification of suspended points by supporting documentation IAW para3-26).
 - g. Recommended list validation is required for all promotion point scores of 699 or less (within a 24-month period based on the date of the last approved promotion action). Validation will be accomplished prior to the 24-month deadline. Validation only occurs through the administrative or total reevaluation processes; promotion point adjustments are not considered validation. Failure to validate will result in administrative removal from the recommended list effective the first day of the 25th month following the latest approved promotion action (IAW para3-27).
 - h. Immediate removal from the recommended list will occur for any of the following conditions, IAW para3-31 (Once removed, the action is final):

- (1) Failure to qualify, for cause, for security clearance required for the MOS in which recommended or competing.
- (2) Failure to reenlist or extend to meet a service remaining requirement (must reenlist or extend prior to the last day of the cutoff score was met, unless a reenlistment waiver is pending).
- (3) Enrolled in the Weight Control Program in accordance with AR 600-9.
- (4) Adverse action exists as follows:
 - (a) Convicted by court-martial while on the recommended list.
 - (b) Receive punishment imposed under the provisions of Article 15, UCMJ (not including summarized Article 15) while on the recommended list.
 - (c) Undergoing proceedings that may result in discharge. When processing a medical evaluation (MMRB/PEB), I will remain on the recommended list (in a non-promotable status until a final determination is made.
 - (d) Receive a memorandum or letter of reprimand, admonition, or censure filed in the OMPF in accordance with AR 600-37, chapter 3.
- (5) When a Declaration of Continued Service Statement is signed.
- (6) When prohibited from re-enlisting due to a local or DA imposed bar is approved after attaining recommended list status.
- (7) Loss of MOS qualification due to reclassification as a result of inefficiency or misconduct.
- (8) Released from active duty or enlisted status.
- (9) Dropped from the rolls as a deserter.
- (10) Failure to maintain the minimum promotion points required or failure to validate list status in accordance with this regulation.
- (11) Denied a waiver to reenlist.
- (12) When the promotion authority determines that the promotion packet contains fraudulent document.
- (13) Failure of required NCOES course for cause or academic reasons. This includes denial of enrollment to NCOES for APFT failure or failure to meet the weight control standards set forth in AR 600-9.
- (14) Failure to complete training required for MOS for cause or academic reasons.
- (15) Failure of record APFT.
- (16) When no longer fit for duty as determined by a medical board.
- (17) When on the promotion list and promoted to SGT because entering WOCC or OCS, I will be removed from that list and will not be eligible for reinstatement. I understand that I must be re-boarded to gain promotable status.
- (18) When the promotion authority has approved a removal board recommendation for removal from the recommended list.
- (19) Erroneous selection (that is, did not meet one or more of the eligibility criteria).
- (20) Reduction in grade.
- (21) Refusal to attend the required NCOES course. When removed under this provision, I will not be eligible to be re-boarded for 12 months from the effective date of removal.

2. I Understand that it is my responsibility to accomplish all tasks in a timely manner and that failure to do so may jeopardize my projected promotion.

Soldiers Signature: _____ Date: _____

Initial Evaluation Leader Checklist

- ☐ Verify Soldier's administrative data
 - Full Name
 - Social Security Number
 - Recommended Grade
 - Organization
 - PMOS


- ☐ Verify dates of Military Training (APFT and Weapons) ensure they are current:
 - 1 Year for APFT
 - 2 Years for Weapon
- ☐ Performance Evaluation (add up to a maximum of 150 points, for 30 points in each area).
- ☐ Awards and Decorations (order number on each award) and added correctly.
- ☐ Military Education (Remember – 40 pts for BNCOC) and added correctly.
- ☐ Civilian Education (only ONE transcript can be used) and added correctly.

- ☐ Every document must be date stamped.

- ☐ Soldier has read and understands the memorandum of responsibility by placing initials and signature on memorandum.

- ☐ Soldier has minimum amount of points to appear before the board. If they do not have the minimum, inform the S1 that Soldier does not have enough points to appear before the board.

(Figure E2)

PROMOTION POINT WORKSHEET				1. TYPE <input checked="" type="checkbox"/> a. Initial <input type="checkbox"/> b. Total Reevaluation		2. DATE (YYYYMMDD) 20000407	
For use of this form, see AR 600-8-19; the proponent agency is DCSPER							
DATA REQUIRED BY THE PRIVACY ACT OF 1974							
AUTHORITY: Title 5 USC, Section 301. PRINCIPAL PURPOSE: To determine eligibility for promotion. ROUTINE USES: Reviewed to determine promotion eligibility and validity of points granted. DISCLOSURE: The furnishing of fraudulent information may result in denial of promotion.							
3. NAME PIERPOINT, PATRICK J.				4. SSN 000-00-0000		5. RECOMMENDED GRADE SSG	
6. ORGANIZATION HHC, 109TH MI BATTALION				7. PMOS 19D3			
SECTION A - RECOMMENDATION							
1. MILITARY TRAINING (Maximum 100 Points)							
a. LATEST APFT DATE (YYYYMMDD) 20000212		b. SCORES				c. POINTS AWARDED	
		PUSH-UPS 92	SIT-UPS 88	RUN 100	TOTAL 280		
d. LATEST WEAPONS QUALIFICATION DATE (YYYYMMDD) 19991117		e. DA FORM USED: DA 3595-R			f. TOTAL HITS 38	g. POINTS AWARDED 48	
h. TOTAL POINTS AWARDED						83	
2. DUTY PERFORMANCE EVALUATION (Maximum 150 Points Award 1-30 Points For Each Category)							
CATEGORY						POINTS AWARDED	
a. COMPETENCE: Proficient, Knowledgeable, Communicates Effectively						30	
b. MILITARY BEARING: Role Model, Appearance, Confidence						28	
c. LEADERSHIP: Motivates Soldiers, Sets Standards, Mission, Concern						30	
d. TRAINING: Individual and Team, Shares Knowledge and Experience, Teaching						29	
e. RESPONSIBILITY AND ACCOUNTABILITY: Equipment, Facilities, Safety, Conservation						29	
f. TOTAL POINTS AWARDED						146	
I certify that the above APFT and weapons qualification scores shown have been extracted from appropriate records and the latest valid scores are in accordance with Army Training Regulations and Army Field Manuals.							
3. SIGNATURE OF COMMANDER 			4. TYPED OR PRINTED NAME AND GRADE DAVID PETANO, CPT			5. DATE (YYYYMMDD) 20000407	
SECTION B - ADMINISTRATIVE POINTS							
1. AWARDS, DECORATIONS AND ACHIEVEMENTS (Maximum 100 Points. List all awards individually. Include award number (i.e. 3rd DLC) and the order number.)							
ARCOM, 99-023	20						
AAM (1OLC), 98-111	15						
AAM, 97-212	15						
Cert of Ach, 19970325	5						
Cert of Ach, 19960212	5						
Cert of Ach, 19940117	5						
Div Level							
Sldr of Qtr, 19931010	15						
TOTAL POINTS AWARDED						80	

(Figure E3-1)

NAME PIERPOINT, PATRICK J.		SSN 000-00-0000	
SECTION B - ADMINISTRATIVE POINTS (Continued)			
2. MILITARY EDUCATION (Maximum 200 Points. List all military education.)			
ENOC	24	ACCP 200 CH	40
PLDC	16		
Airborne	12		
Air Assault	8		
OOT - Cbt Lifesaver	4		
OOT - Drv Tng	4		
TOTAL POINTS AWARDED			108
3. CIVILIAN EDUCATION (Maximum 100 Points. List all civilian education.)			
CTC	6		
U of MD	68		
Ed Improv(College Deg)	10		
CLEP	45		
TOTAL POINTS AWARDED			100
I certify that the above administrative points shown have been accurately extracted from appropriate records and that the promotion points indicated are correct.			
4. TYPED OR PRINTED NAME OF RESPONSIBLE OFFICIAL	5. DATE (YYYYMMDD)	6. SIGNATURE OF RECOMMENDED INDIVIDUAL (Required)	7. DATE (YYYYMMDD)
SHARON GREEN, SSG	20000422	<i>Patrick J. Pierpoint</i>	20000515
SECTION C - TOTALS			
Only whole numbers will be used in awarding promotion points for all sections (drop fractions). Only initial and total reevaluations require submission of DA Form 3355. Administrative reevaluations and adjustments are submitted on DA Form 4187 and annotated in the Eval/Adj column.			
1. POINTS GRANTED			
ITEM	INITIAL (Date)	EVAL/ADJ (Date)	EVAL/ADJ (Date)
a. TOTAL PERFORMANCE EVALUATION AND MILITARY TRAINING POINTS - SECTION A (Maximum 250 points)	229		
b. TOTAL ADMINISTRATIVE POINTS - SECTION B (Maximum 400 points)	288		
c. TOTAL BOARD POINTS (Maximum 150 points)	147		
d. TOTAL PROMOTION POINTS (Maximum 800 points)	664		
2. INITIALS OF RESPONSIBLE PSB OFFICIAL	SG		
SECTION D - CERTIFICATION			
I certify that the above total points shown have been accurately extracted from appropriate records and promotion list points indicated are correct.			
1. RECOMMENDED BY BOARD <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		2. ATTAINED MINIMUM POINTS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
3. TYPED OR PRINTED NAME AND SIGNATURE OF BOARD RECORDER JASON RICHARDS		4. GRADE CPL	5. DATE (YYYYMMDD) 20000515
6. TYPED OR PRINTED NAME OF PROMOTION AUTHORITY LISA A. ADCOCK, LTC		7. SIGNATURE <i>Lisa A. Adcock</i>	8. DATE PROCEEDINGS WERE APPROVED (YYYYMMDD) 20000515
Counseling statement: I have been counseled on my promotion status and deficiencies. (Use only when recommendation is disapproved, when a soldier is not selected by a board, or when a soldier cannot be added to the recommended list due to not attaining the minimum required points).			
9. SIGNATURE OF SOLDIER		11. TYPED OR PRINTED NAME AND SIGNATURE OF COUNSELOR	

(Figure E3-2)

Appendix F (Accepting Board Proceedings)

1. PURPOSE: The purpose of this memorandum is to outline procedures each promotion work section will follow when accepting promotion board proceedings from servicing unit.

2. REFERENCE: AR 600-8-19, Enlisted Promotions and Reductions, Chapter 3.

3. REQUIREMENTS:

a. Promotion boards must be conducted prior to the 15th of the month, IAW AR 600-8-19, Section V, paragraph 3-15a; boards after the 15th of each month are invalid. Board Proceedings are due to the PSB no later than 72 hours/3 working days after the convening date of the board. A letter of lateness will be required for board proceedings that are turned into the PSB after the 72 hours (Appendix D Figure D3). No exceptions.

b. Completed board actions must have board proceedings signed by the President of the Board, SGM or CSM, and endorsed by the Promotion Authority, the Battalion Commander (see AR 600-8-19 for a sample copy of board proceedings). PSDs will advise S1s of discrepancies found while screening board proceedings, endorsement memorandum, or DA Form 3355s and return the entire promotion board action for correction. Promotion work section personnel will use the Board Proceeding Turn-In checklist at ALL TIMES when receiving and reviewing the board proceedings from the unit S1s (Figure F1).

d. Promotion clerks will do the following:

(1) Date stamp and initial the board proceedings memorandum and endorsement.

(2) Log proceedings in on promotions log if they are error free.

(3) Provide a copy of the board proceedings to the S1 and one copy for each promotion packet that is indicated on the board proceedings.

(4) Input all promotion points into EDAS (Figure F2-1 thru F2-8).

(5) Insert EDAS printout (Figure F3) into respective promotion packet.

4. LEADER CHECKS:

a. Only original board proceedings will be accepted from unit S1s.

b. Screen DA Form 3355s to ensure all blocks in Section C and D have been entered correctly, total board points match the number of points on the board proceedings, and an EDAS printout sheet is included in the promotion packet.

c. Promotions NCOIC or Personnel Technician will initial DA Form 3355, Section C, item 2 on the "INITIAL" column, validating the Soldier's initial promotion points

d. Provide promotions clerk the completed and signed packets to file in respective unit files.

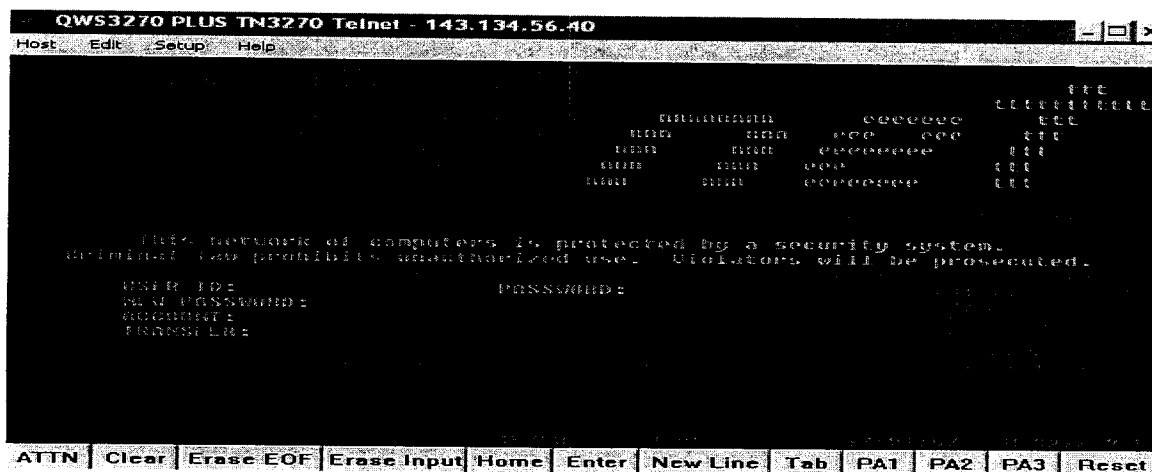
BOARD PROCEEDINGS TURN-IN CHECKLIST

- ☐ Reviewing the Board Proceeding Memorandum and Endorsement
 - Memorandum
 - Date the board convened (received at the PSB within 3 days of that date)
 - President of the Board signature block and signature (SGM/CSM only)
 - Verify each soldier's personal data matches memorandum and DA Form 3355.
 - Name
 - SSN
 - PMOS
 - Unit (**Critical – some small units “Piggy Back” with others**)
 - Administration Points
 - Board Points
 - Total Points
 - Endorsement
 - Commander's state board was APPROVED.
 - Battalion commander's signature block and signature (O5 or above).
- ☐ Screen the DA Form 3355
 - Section C, blocks a, b, c, are filled out and match the numbers on the board proceeding memorandum.
 - Section C, block d is filled out and matches the number on the board proceedings memorandum. Add blocks a, b, and c.
- ☐ Date Stamp and initial the board proceedings memorandum and endorsement – make copies as follows:
 - One for the S1.
 - One for each individual promotion packet listed on the board proceedings memorandum.
- ☐ Input total promotion points on EDAS for each individual soldier.
 - Print out the promotion screen.
 - Attach to the individual's promotion packet.
- ☐ Create new promotion packet for each individual soldier with supporting documentation.
- ☐ Forward board proceedings memorandum, endorsement and every promotion packet to the Promotions NCOIC for Quality Assurance (QA).

Promotions NCOIC/Personnel Technician:

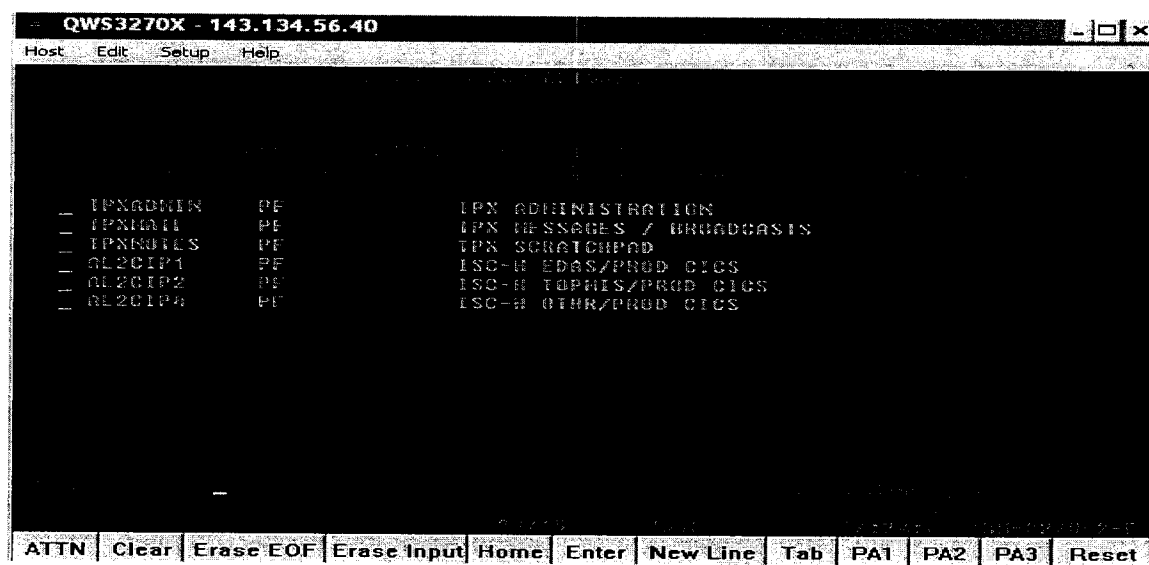
- ☐ Reverify soldier's data from the board proceedings memorandum with EDAS.
- ☐ Ensure promotions points have been updated on EDAS.
- ☐ Initial DA Form 3355, Section C, Item 2 under “INITIAL” column.
- ☐ File board proceedings in the appropriate file cabinet.

(Figure F1)



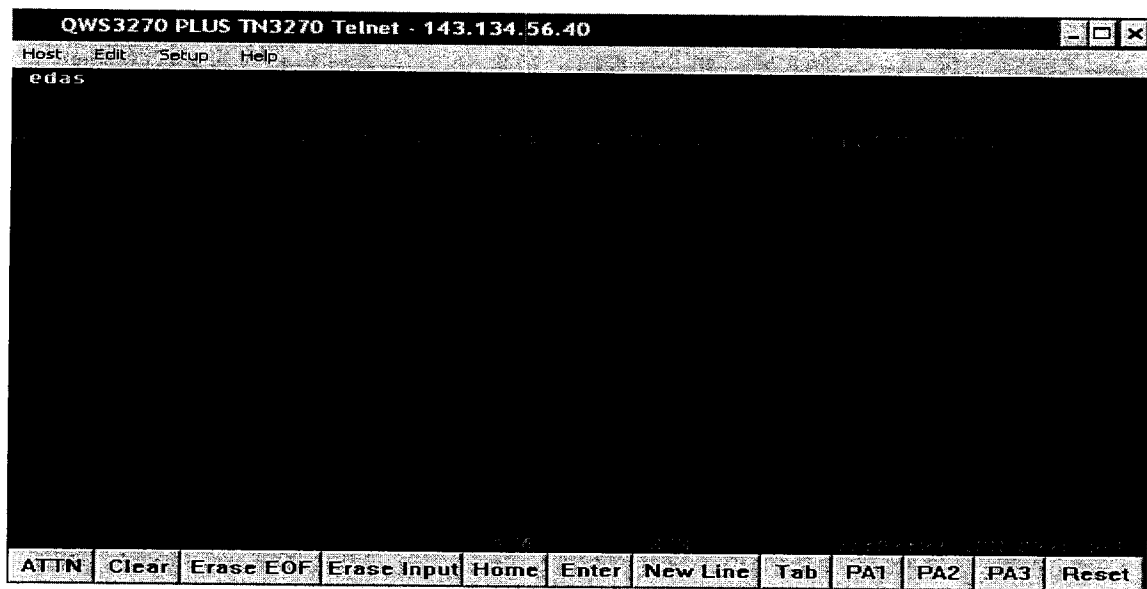
Step 1: Double click on the QWS3270 icon on your desktop. Type in your USER-ID and Password and click ENTER.

(Figure F2-1)



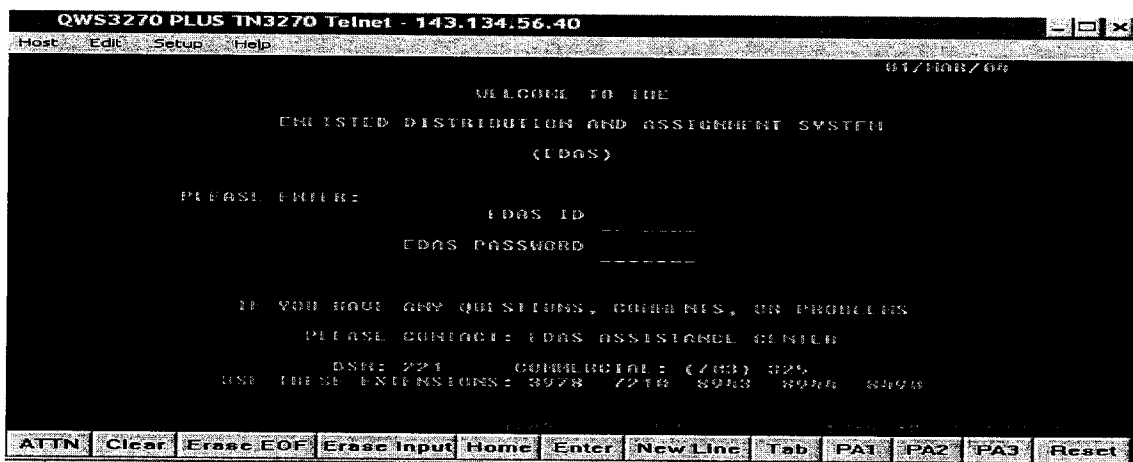
Step 2: Place your cursor up on AL2CIP1 and click ENTER.

(Figure F2-2)



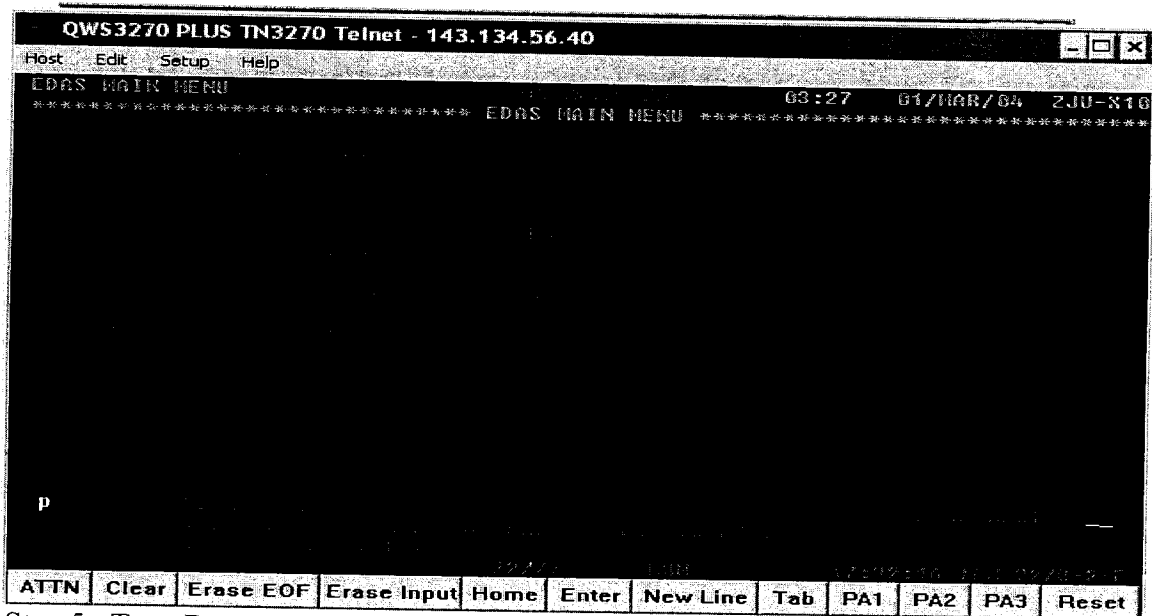
Step 3: Type the word **EDAS** and click **ENTER**.

(Figure F2-3)



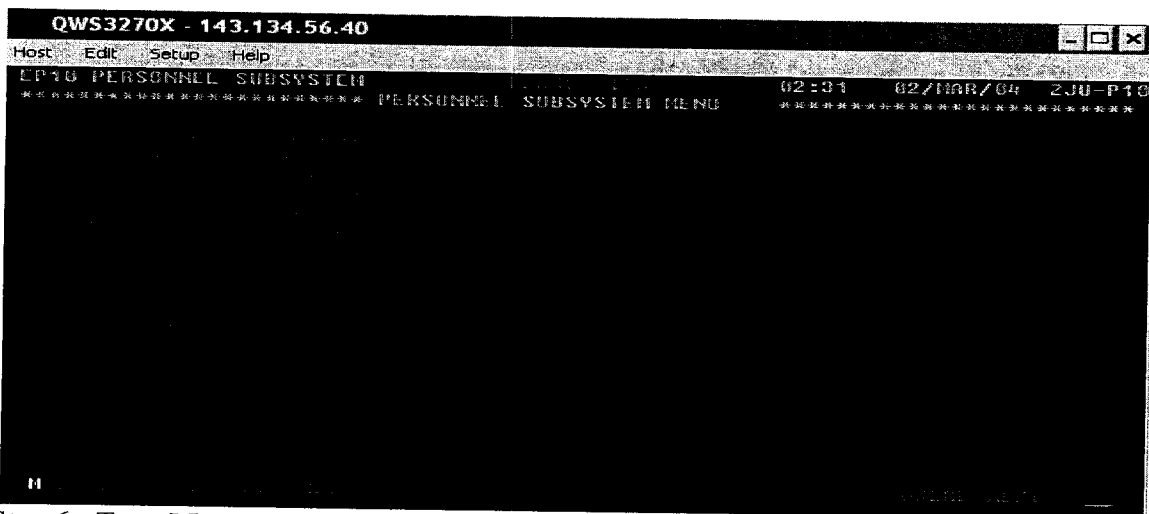
Step 4: Type in your EDAS ID and tab over to EDAS Password, enter your password and click **ENTER**.

(Figure F2-4)



Step 5: Type **P** next to the ENTER OPTION DESIRED and click **ENTER**.

(Figure F2-5)



Step 6: Type **M** next to enter option desired for promotion update and click **ENTER**.

(Figure F2-6)

Step 7: Type the SSN of the Soldier who you are trying to update promotion points on and click **ENTER**.

QWS3270X - 143.134.56.40

Host

Edit

Setup

Help

EPP2 - PROMOTION POINT UPDATE

04:06

01/MAR/04

ZJU-PP2

PERSONNEL DATA

NAME

SSN

PGRAD

PPSPQE

BASD

DTETS

123456789

MILITARY

SUSP FAVORABLE

SUSP FAVORABLE

REENLISTMENT

REENLISTMENT

EDUCATION LEVEL

ACTION DATE

ACTION REASON

BAR DATE

PROHIBITION CD

PROMOTION POINT DATA

PROGRESSION

UOS

CURRENT PROM

POINTS

575

VR/MONTH CURRENT

PROMOTION POINTS

PREVIOUS PROMOTION

POINTS

VR/MONTH PREVIOUS

PROMOTION POINTS

PRESS ENTER TO CONTINUE OR PF3 (F3) TO EXIT.

ATTN

Clear

Erase EOF

Erase Input

Home

Enter

New Line

Tab

PA1

PA2

PA3

Reset

Step 8: Type in the current points, yr/month, and current points and **ENTER**. EDAS will not allow you to backdate any points. Press **F2** to post. Print this screen after you pressed F2 and place in the respective promotion packet.

(Figure F2-8)

EPP2 - PROMOTION POINT UPDATE PRIVACY ACT INFO 02:26 08/AUG/03 ZJU-PP2
***** PERSONNEL DATA *****

NAME	SSN	PGRAD	PPSPQE	BASD	DTETS
ILKS SCOTT LEROY		SGT	31U2000YY	19910620	20050521
MILITARY	SUSP FAVORABLE	SUSP FAVORABLE	REENLISTMENT	REENLISTMENT	
EDUCATION LEVEL	ACTION DATE	ACTION REASON	BAR DATE	PROHIBITION CD	
PLDC					

***** PROMOTION POINT DATA *****

PROGRESSION	CURRENT PROM	YR/MONTH CURRENT
MOS	POINTS	PROMOTION POINTS
31U3	707 707	200308 200308
	PREVIOUS PROMOTION	YR/MONTH PREVIOUS
	POINTS	PROMOTION POINTS
	625	200204

PRESS ENTER TO CONTINUE OR PF3 (F3) TO EXIT.
0127 PPP2 UPDATE COMPLETE, LAST RECORD DISPLAYED

WHERE NEXT -

Appendix G (Processing Reevaluation and Administrative Adjustment Packet)

1. **PURPOSE:** The purpose of this memorandum is to outline procedures PSDs will follow while screening, accepting and returning supporting documents for an administrative reevaluation, total reevaluation, and promotion point adjustment request.
2. **REFERENCE:** AR 600-8-19, Enlisted Promotions and Reductions, Chapter 3, 3-19 and 3-21.
3. **REQUIREMENTS:**

a. The only processes allowed for adding or subtracting points to a Soldier's promotion packet are:

(1) Administrative Reevaluation: Soldier who adds 20 or more **new** points (through self achievements or awards) from their latest promotion score. Request will be submitted by memorandum (Figure G1), signed by the Soldier and endorsed by the unit commander. The request will list all supporting documents to be considered for reevaluation. Commanders may increase or decrease the duty performance points at this time.

(2) Total Reevaluation: Involves the entire promotion process: Request to appear before a new promotion board; Commander's recommendation; promotion board appearance; and administrative points. A new DA Form 3355 will be used for this process.

(3) Promotion Point Adjustment: There are two types of promotion point adjustments authorized (for mathematical corrections and to correct administrative points for documents not presented at the time of the last promotion action). Adjustments will be annotated on the DA Form 3355 in red ink. Promotion points adjustments requests will be submitted by memorandum signed by the Soldier and endorsed by the unit commander. The request will list all supporting documents to be considered for point adjustment.

4. RESPONSIBILITIES:

a. Soldier's must bring copies of all documents he/she wishes to submit for evaluation and memorandum signed by company commander recommending the Soldier for an administrative reevaluation or point adjustment for the PSD to process. The memorandum must list all items Soldier is submitting (i.e. AAM, APFT, COT-HAZMAT, Civilian Education, etc). The memorandum must be dated for the month the reevaluation is taking place.

b. Promotion work section will use the Reevaluation/Point Adjustment Checklist at (Figure G2) to process reevaluation request from individual Soldiers. Before a reevaluation/administrative adjustment is accepted and processed, the Soldier's APFT and weapon's qualification must be current.

c. Promotion work section will complete the following:

(1) Compute points with supporting documentation reflected on the memorandum and annotate the new score for each section on the next column available in section C, item 1 of DA Form 3355. To calculate new score, add column a thru c and place new total points in column d.

(2) Submit the new points in EDAS (Figure G3).

(3) Print out the new points sheet from EDAS and add to the promotion packet.

(4) Prepare the approved/disapproved memorandum to forward to the Soldier informing them of new promotion points and effective date (Figure G4).

(5) Forward the entire promotions packet to the promotions NCOIC for quality assurance checks, signature on the DA Form 3355 and memorandums approving or disapproving the action.

5. LEADER CHECKS: The Promotion Team Chief or NCOIC will review the promotion packet to ensure the reevaluation was conducted correctly.

a. If the process **was accurately completed** and the reevaluation is **approved**, Promotion NCOIC will initial on the column current reevaluation took place on DA Form 3355, and initial EDAS printout confirming the new promotion score.

b. If the reevaluation **was processed accurately** but was **disapproved**, Promotion NCOIC will annotate "DISAPPROVED" on the column the current reevaluation took place on DA Form 3355.

d. If the process was **not accurately completed**, corrections will be made accordingly. However, if the error appears to be a trend, promotion packet will be returned to the promotions clerk to ensure they are aware of the mistakes and apply the appropriate training on the discrepancy.

e. All reviewed packets will be sent back to the promotions clerk to make copies for unit S1s and Soldier. Ensure a copy of the completed action (DA Form 3355) and EDAS printout reflecting the new score for the Soldiers records are attached to the reevaluation/administrative adjustment memorandum.



DEPARTMENT OF THE ARMY
HHB, 5th BATTALION, 5th AIR DEFENCE ARTILLERY REGIMENT
2D INFANTRY DIVISION
UNIT 15132
APO AP 96258

REPLY TO
ATTENTION OF:

MEMORANDUM FOR: 509th PSB

SUBJECT: Request for Administrative Reevaluation/Point Adjustment

1. Request Point Adjustment for documents: (1) 1 College Credit Hour, (2) 632 Correspondence Course Hours with the following

- a. Latest APFT date (YYYYMMDD): 20030415
Push-Ups score: 98
Sit-Ups score: 96
Run Score: 91
Total: 285
- b. Latest weapon qualification date (YYYYMMDD): 20020928
DA Form used: 7395-R
Score: 32
- c. Duty performance Evaluation (Award 1-30 points for each category)

Category	Points awarded
COMPETENCE:	30
MILITARY BEARING:	30
LEADERSHIP:	30
TRAINING:	30
RESPONSIBILITY AND ACCOUNTABILITY:	30
TOTAL POINTS AWARDED (maximum points allowed 150)	150

2. I do not wish to reboard SPC McLard, Christopher A. *CM*
3. Point of contact for this action is the undersigned at 732-6982

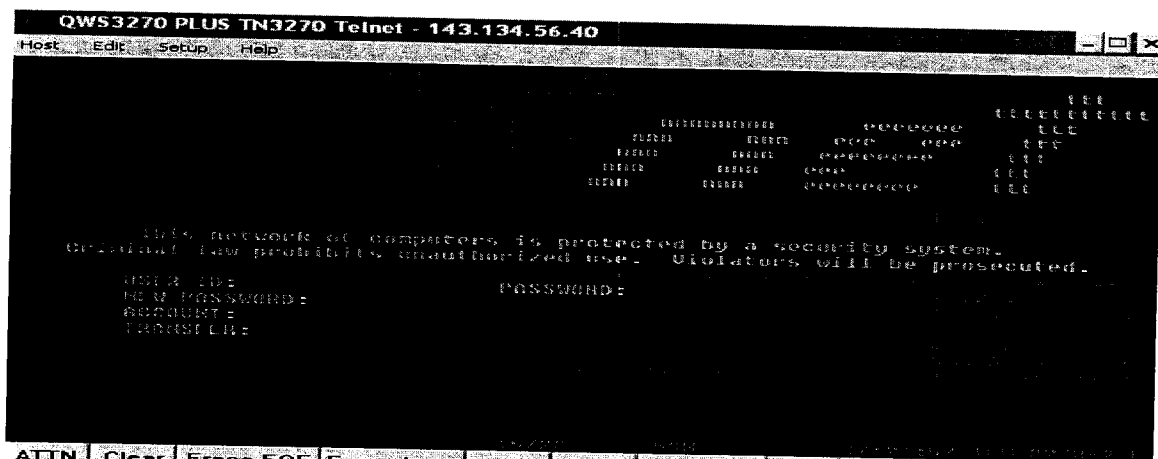
CS
C. SIMON KANG
CPT, AD
Commanding

(FIGURE G1)

Reevaluation/Point Administrative Adjustment Checklist

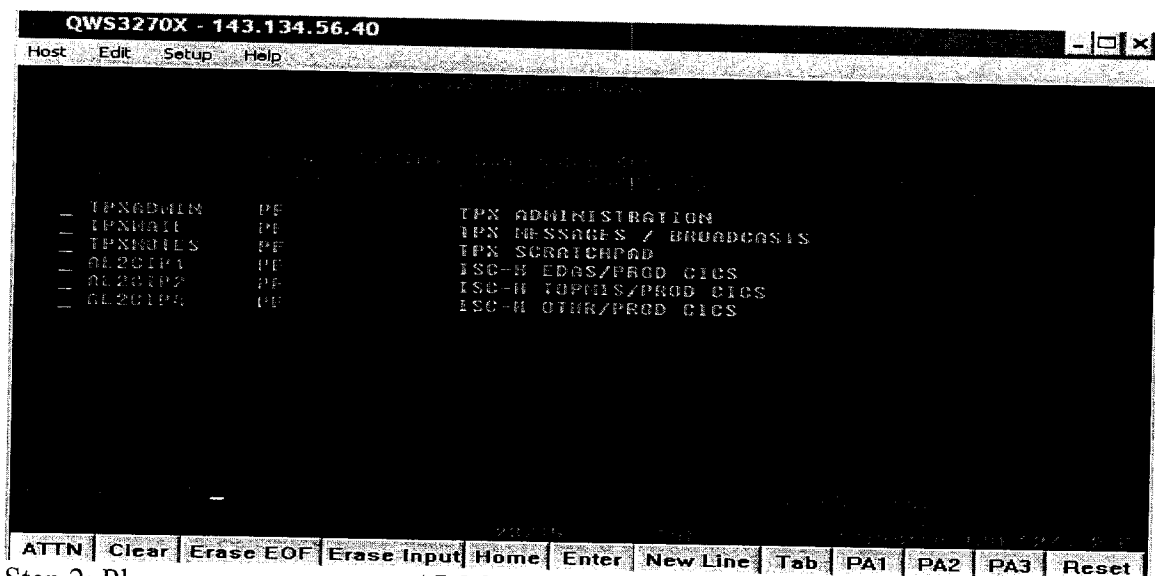
- ☐ Memorandum from company commander dated for the current month.
- ☐ Verify Soldier's administrative data.
 - Full Name
 - Social Security Number
 - Recommended Grade
 - Organization
 - PMOS
- ☐ Verify dates of previous APFT, Weapons, and EMT – are they current? If NOT – do not continue processing reevaluation. Give packet to NCOIC for confirmation.
 - 1 Year for APFT
 - 2 Years for Weapons
 - EMT – not expired for the reevaluation period
- ☐ Review all documents the Soldier brought for his/her evaluation. If accepted, complete and add points on Section C, Item 1a thru 1d. Return any duplicate documents to the Soldier.
- ☐ Date Stamp every document to include the memorandum from the commander. Indicate how many promotion points were added per type (i.e. Military Training, Awards, Military Education, and Civilian Education).
- ☐ Ensure the memorandum of responsibility is initialed and signed.
- ☐ New promotion points have been entered correctly in EDAS.
- ☐ **Leader Checks:**
 - Review promotion packets to ensure points are computed correctly.
 - Verify the new promotion points on EDAS
 - Initial under the current evaluation column, sign DA Form 3355 if applicable.

(Figure G2)



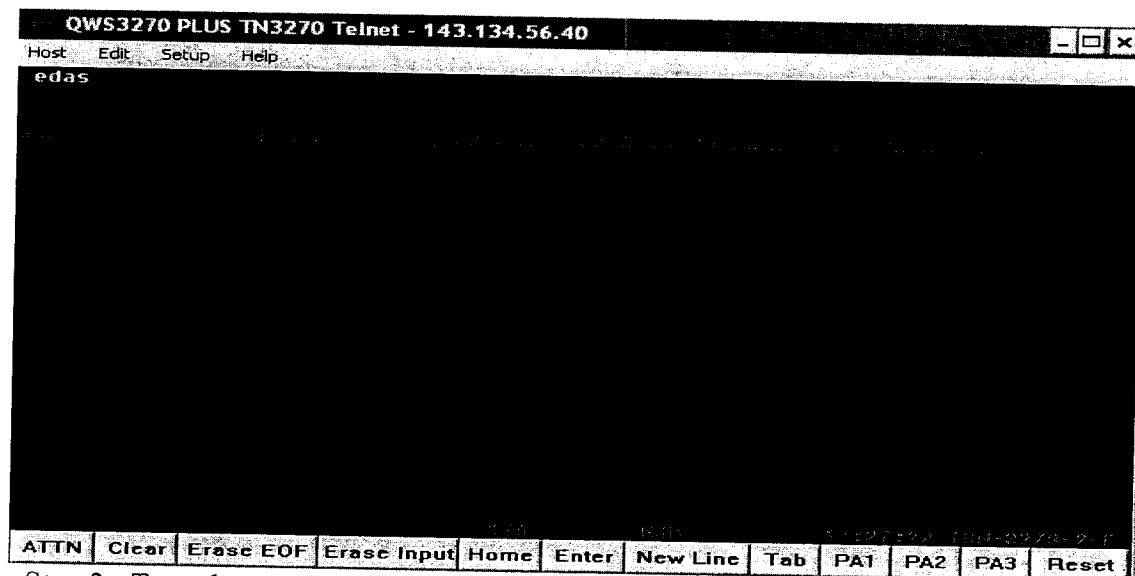
Step 1: Double click on the QWS3270 icon on your desktop. Type in your USER-ID and Password and click **ENTER**.

(Figure G3-1)



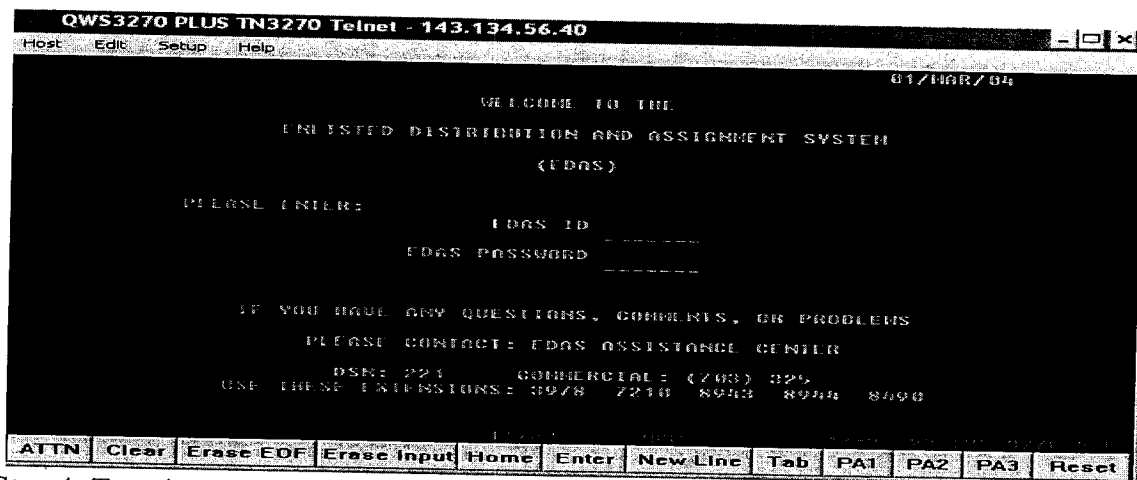
Step 2: Place your cursor up on AL2CIP1 and click **ENTER**.

(Figure G3-2)



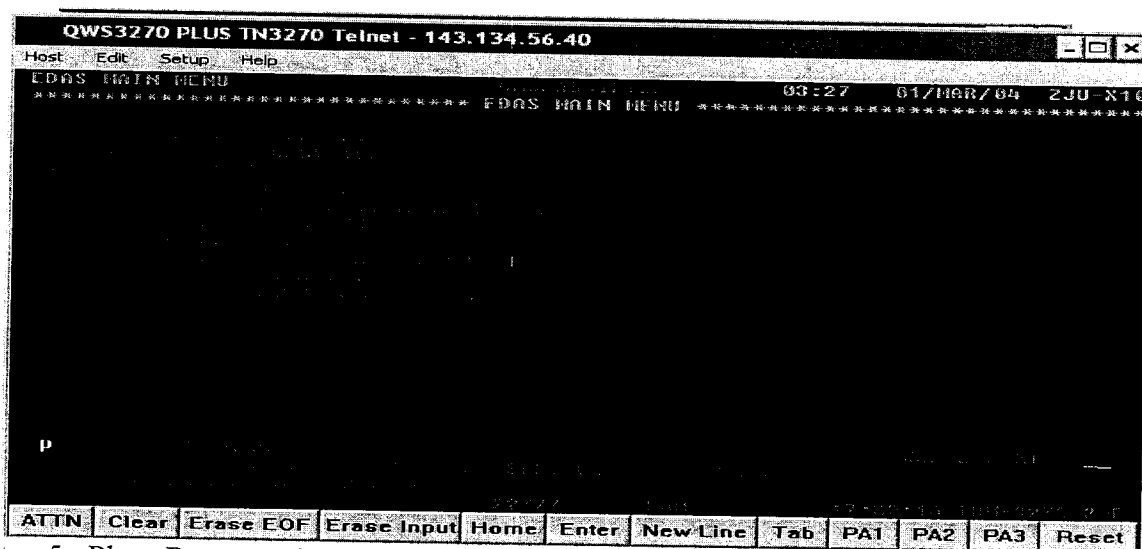
Step 3: Type the word EDAS and click **ENTER**.

(Figure G3-3)



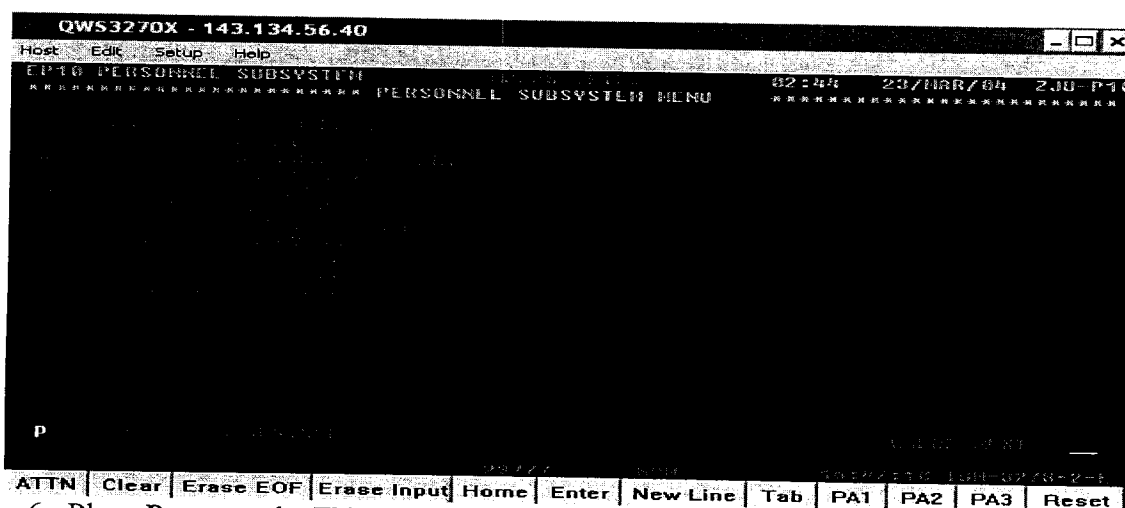
Step 4: Type in your EDAS ID and tab to EDAS Password, enter your password and click ENTER.

(Figure G3-4)



Step 5: Place P next to the ENTER OPTION DESIRED and click ENTER.

(Figure G3-5)



Step 6: Place P next to the ENTER OPTION DESIRED and click ENTER.

(Figure G3-6)

QWS3270X - 143.134.56.40

Host Edit Setup Help

EPP1 - PROMOTION POINT UPDATE 02:49 23/MAR/04 ZJU-PP1

RECORD SELECTION *****

ENTER ONE OR MORE SOCIAL SECURITY NUMBERS (SSN)

465916266

-OR- ENTER PSC/UPC AND A MINIMUM OF ONE EACH PRIMARY MOS AND CURRENT PAY GRADE

PSC: _____ UPC: _____ PRISEN: _____ PLUSN: _____

-OR- ENTER REQUEST FOR REPORT (ENTER PSC/UPC AND PLACE X BY DESIRED REPORT)

RECOMP _____ RECOMP _____

SUSPENSE: _____ OVER DUE: _____

PLEASE SELECT AN OUTPUT DESTINATION FOR RECOMMENDED LIST

1. EMAIL 2. FIP 3. LOCAL

ENTER THE NUMBER OF COPIES

PRESS ENTER TO CONTINUE OR PF3 (F3) TO EXIT.

ATTN Clear Erase EOF Erase Input Home Enter New Line Tab PA1 PA2 PA3 Reset

Step 7: Type the SSN of the Soldier you want to update promotion points for and click **ENTER**.

(Figure G3-7)

QWS3270X - 143.134.56.40

Host Edit Setup Help

EPP2 - PROMOTION POINT UPDATE 02:50 23/MAR/04 ZJU-PP2

PERSONNEL DATA *****

NAME	SSN	PGRAD	PPSPQE	BASD	DIETS
MILITARY	SUSP FAVORABLE	SUSP FAVORABLE	REENLISTMENT	REENLISTMENT	
EDUCATION LEVEL	ACTION DATE	ACTION REASON	BAR DATE	PROHIBITION CD	

PROMOTION POINT DATA *****

PROGRESSION	CURRENT PROM	VR/MONTH CURRENT
PUS	POINTS	PROMOTION POINTS
	481	200403
PREVIOUS PROMOTION	VR/MONTH PREVIOUS	
POINTS	PROMOTION POINTS	

PRESS ENTER TO CONTINUE OR PF3 (F3) TO EXIT.

ATTN Clear Erase EOF Erase Input Home Enter New Line Tab PA1 PA2 PA3 Reset

Step 8: Put the new points under Current Prom Points and the current year and month (EDAS will not allow you to backdate any dates), click **ENTER**. It will then inform you to click **F2** to post. After posting, print this screen out and place in Soldiers promotion packet.

(Figure G3-8)

DEPARTMENT OF THE ARMY
DET, 000th Personnel Services Battalion
UNIT # 00000
APO AP 96205

OFFICE SYMBOL

20 February 2004

MEMORANDUM THRU Commander, _____

FOR _____

SUBJECT: Request for Reevaluation/Administrative Adjustment of Promotion Points

1. Your request for reevaluation was received in this office on (Date) , was processed and **approved**/disapproved.
2. Your promotion points increased or decreased in the following areas:

<u>SECTION</u>	<u>CURRENT PTS</u>	<u>PTS SUBMITTED</u>	<u>TOTAL PTS</u>
Military Training	58	0	58
Commander's Points	150	0	150
Awards	55	+40	95
Military Education	71	0	71
Civilian Education	3	0	3
Board Points	142	0	142
TOTAL PTS	479	40	519

3. Your new score of **519** will be effective **1 April 2004.**

4. Remarks: _____

5. Questions or concerns may be directed to SSG Suzy Q. Kwik at 724-0000.

FOR THE COMMANDER:

CHIEF OF PSD SIGNATURE BLOCK

(Figure G4)

Appendix H (Managing the Promotions By-name and SGT/SSG Promotion Orders)

1. PURPOSE: To outline procedures on how to download the by-name promotion selection list and complete promotion orders to Sergeant (SGT) and Staff Sergeant (SSG). The by-name selection list is a monthly report of Soldiers authorized by Headquarters Department of the Army (HQDA) to be promoted to SGT and SSG.

2. REFERENCES: AR 600-8-19, Enlisted Promotions and Reductions, and AR 600-8-105.

3. PROCEDURES:

a. PSDs will download the worldwide by-name list and export to an excel file on or about the 15th of each month (Figure H1). PSDs will print a hard copy of the list and identify each Soldier's eligibility status for promotion to SGT and SSG. PSDs will verify the following information to determine if a Soldier is fully eligible for promotion:

(1) Soldier has completed required level of Non-Commissioned Officer Education System (NCOES). There is no requirement to get promoted to SGT; however, PLDC is required to be promoted to SSG.

(2) Soldier is not flagged or barred from reenlistment (Figure H2). If the Soldier is flagged, notify the unit that the Soldier shows a current FLAG/Bar and further documentation is required in order to process promotion orders (Figure H3).

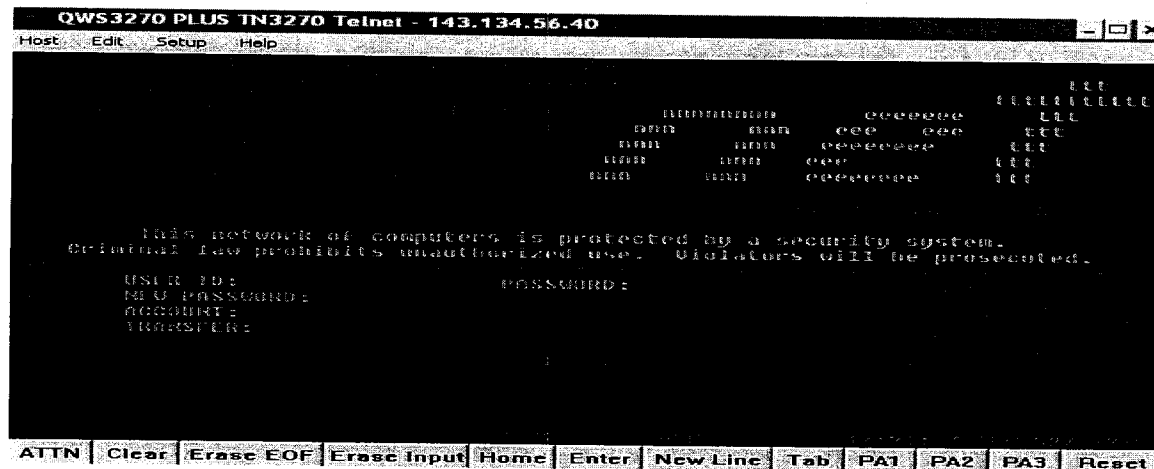
(3) Promotion to rank of SSG requires 12 months service remaining requirement (SRR). Ensure Soldiers are notified if they do not meet the SRR IAW AR 600-8-19, Chap 3-36.

(4) The following documentation must be current:

- (a) APFT card (record PT test) – within 1 year of cutoff date.
- (b) Weapons qualification – within 2 years of cutoff date.

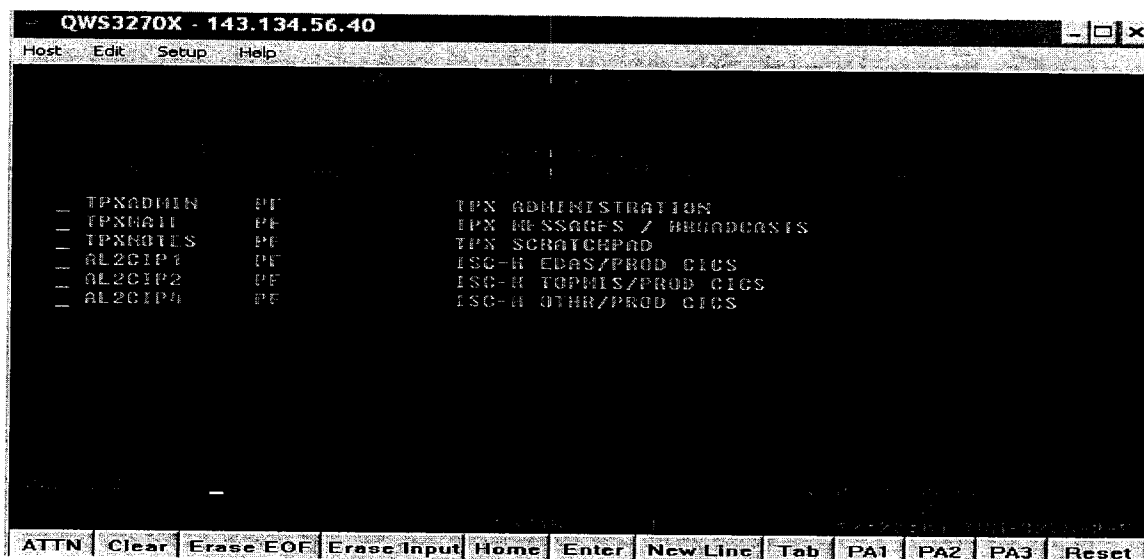
b. Promotion work sections are required to promote or post non-promotion reason codes against each Soldier selected for promotion off the monthly promotion selection name list. Promotions clerk will process promotion orders IAW AR 600-8-105 and submit grade change transaction in Enlisted Distribution Assignment System (EDAS) on Soldiers fully eligible for promotion (Figure H4). Unit Commanders are responsible for keeping the promotion work center informed of any changes that will affect the Soldier's current promotion status.

c. PSDs will enter the appropriate nonpromotion reason code (NPRC) into EDAS on Soldiers ineligible for promotion after local checks (Figure H4). These codes require constant monitoring by the Promotions NCOIC. Ensure promotion work sections forward a list to Battalion CSM of all Soldiers that have exceeded the cutoff score, but will not be promoted due to the reason that made them ineligible (Figure H5).



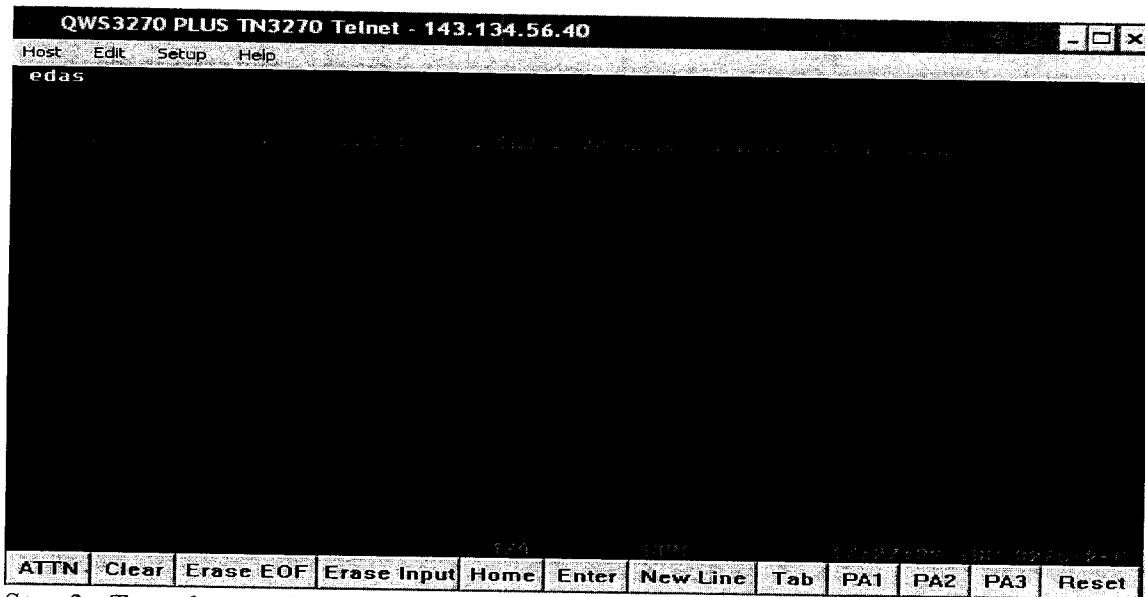
Step 1: Double click on the QWS3270 icon on your desktop. Type in your USER-ID and Password and click **ENTER**.

(Figure H1-1)



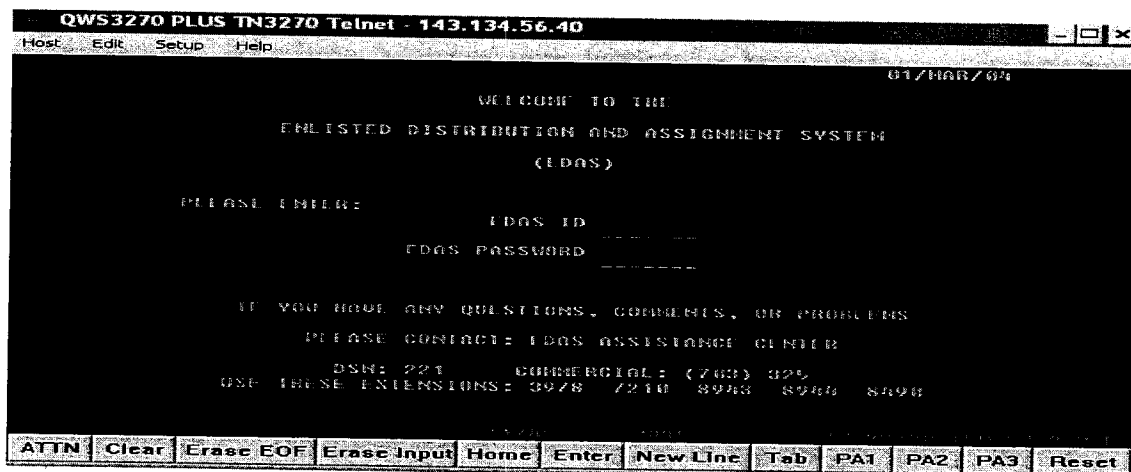
Step 2: Place your cursor up on **AL2CIP1** and click **ENTER**.

(Figure H1-2)



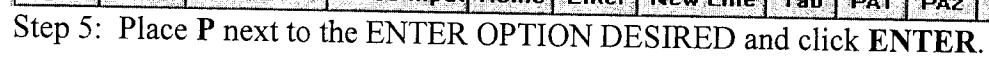
Step 3: Type the word **EDAS** and click **ENTER**.

(Figure H1-3)



Step 4: Type in your EDAS ID and tab and place your EDAS Password and click **ENTER**.

(Figure H1-4)

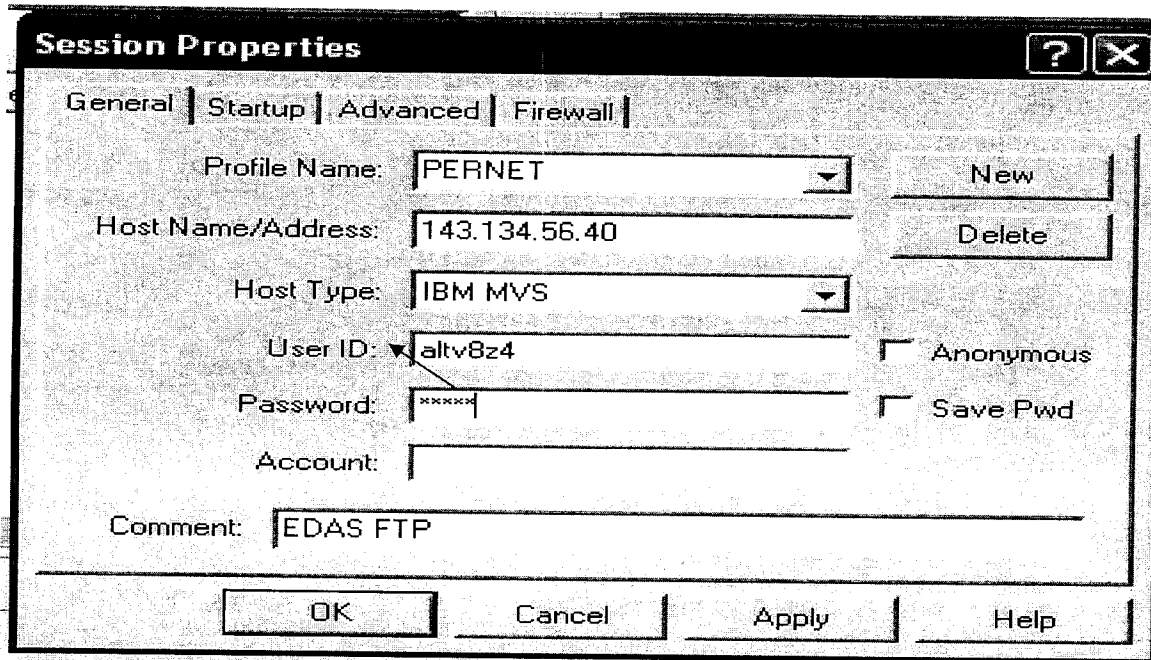


```

QWS3270X - 143.134.56.40
Host Edit Setup Help
EP10 PERSONNEL SUBSYSTEM
*****
PERSONNEL SUBSYSTEM MENU
*****
02:01 02/MAR/84 ZJU-P10
*****

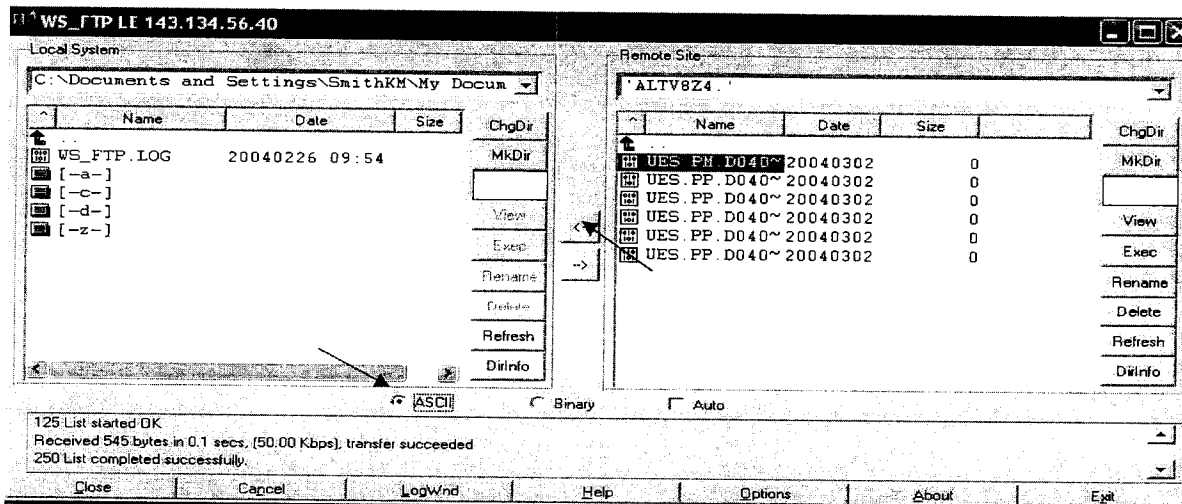
```

(Figure H1-6)



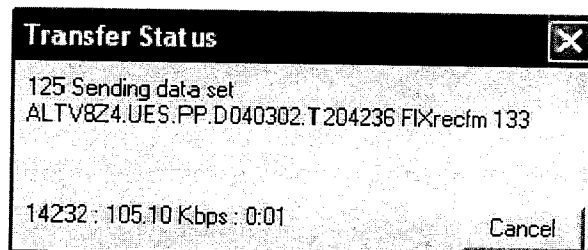
Step 9: Type in your **PERNET ID** that you used to FTP the query in "User ID". Type the same password used when you went into PERNET and click **OK**.

(Figure H1-9)



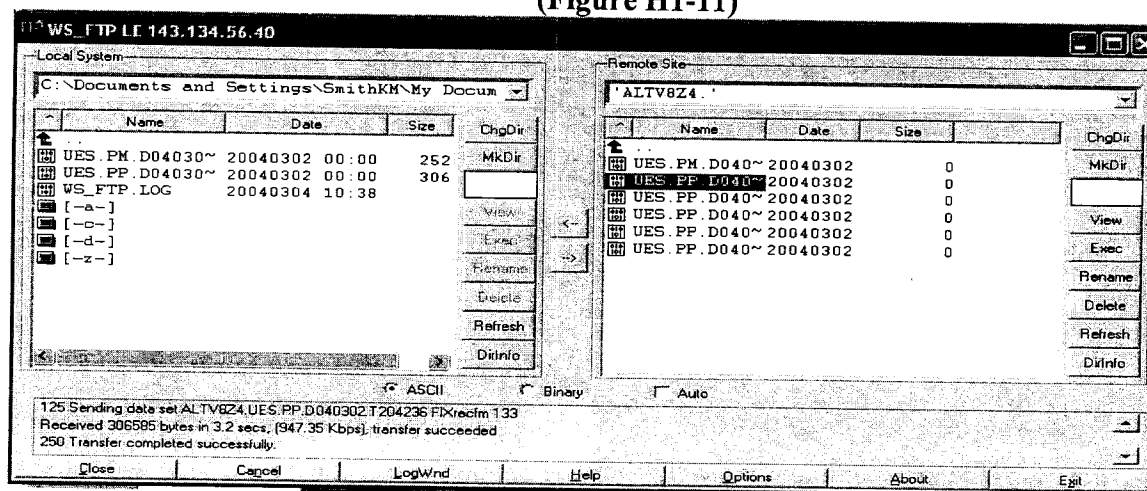
Step 10: Find the file that was downloaded and highlight it. Click on ASCII file. Once this is complete, click the arrow pointing to the left.

(Figure H1-10)



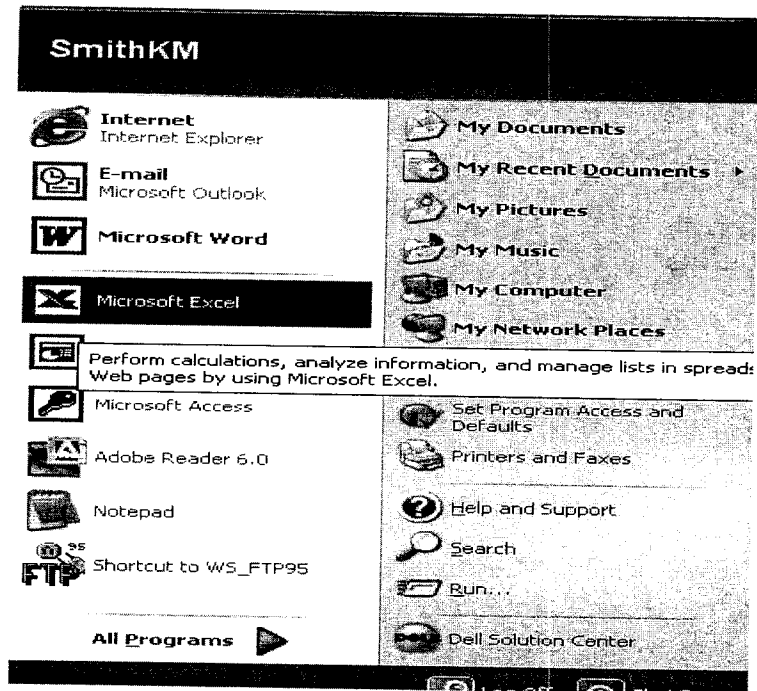
Step 11: This screen will pop up in the middle of the screen. Once transfer is complete, file will show up on opposite side.

(Figure H1-11)



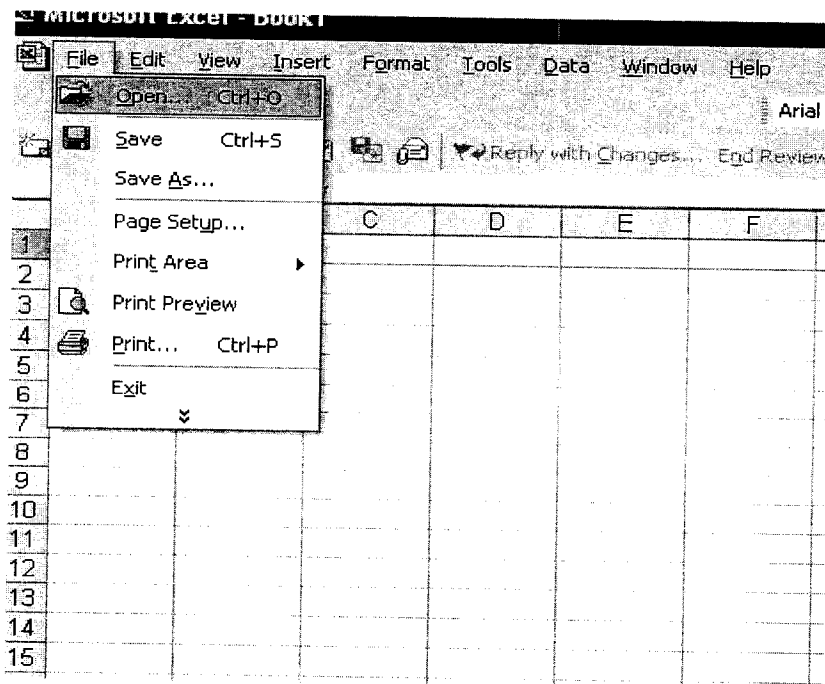
Step 12: This screen will show your transferred file. Take good notes on where you saved this file (C Drive or A Drive). Close out the FTP program by clicking the X in the top right hand corner.

(Figure H1-12)



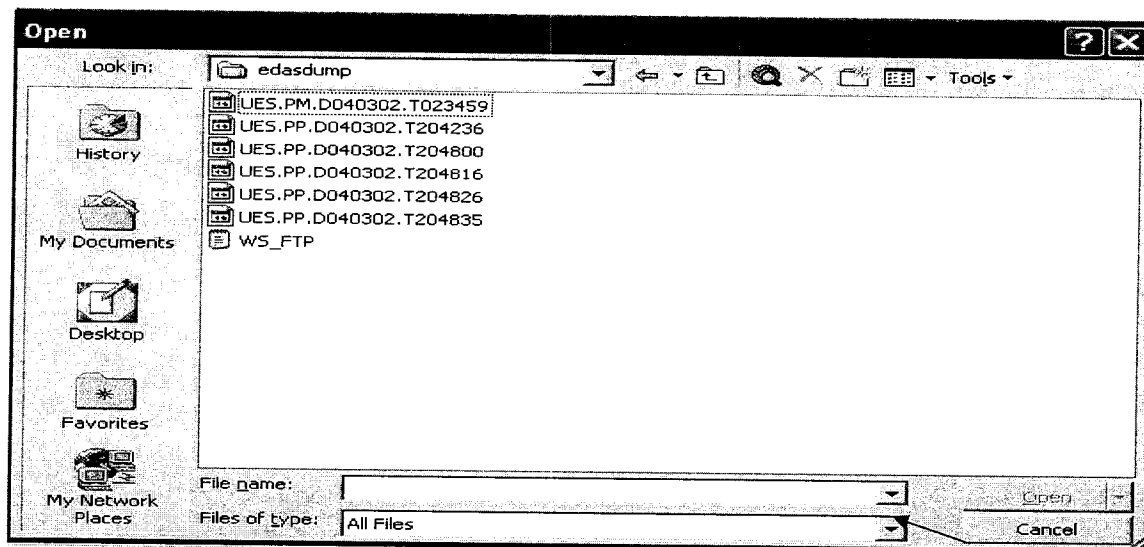
Step 13: Go to your start button on windows and open excel program.

(Figure H1-13)



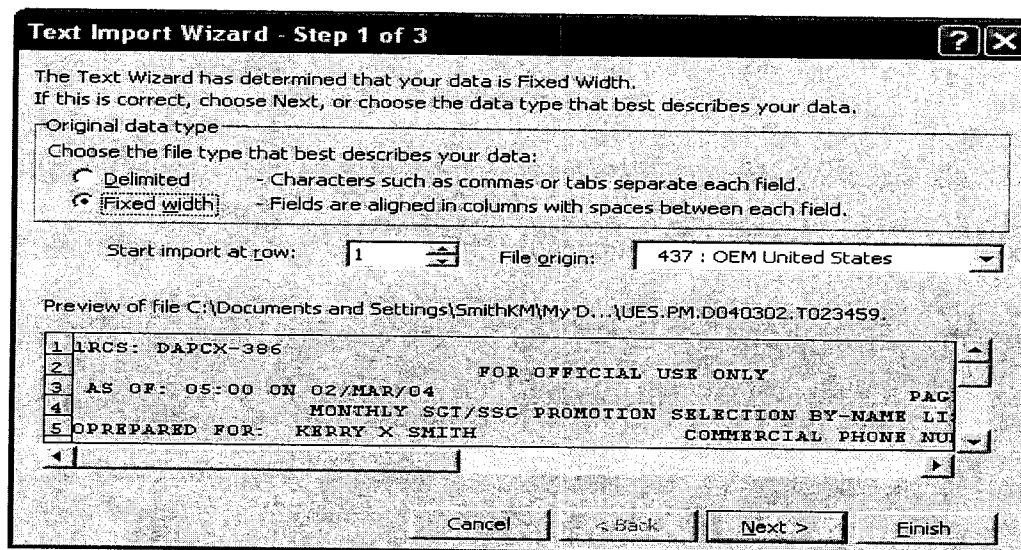
Step 14: Go to **file OPEN**.

(Figure H1-14)



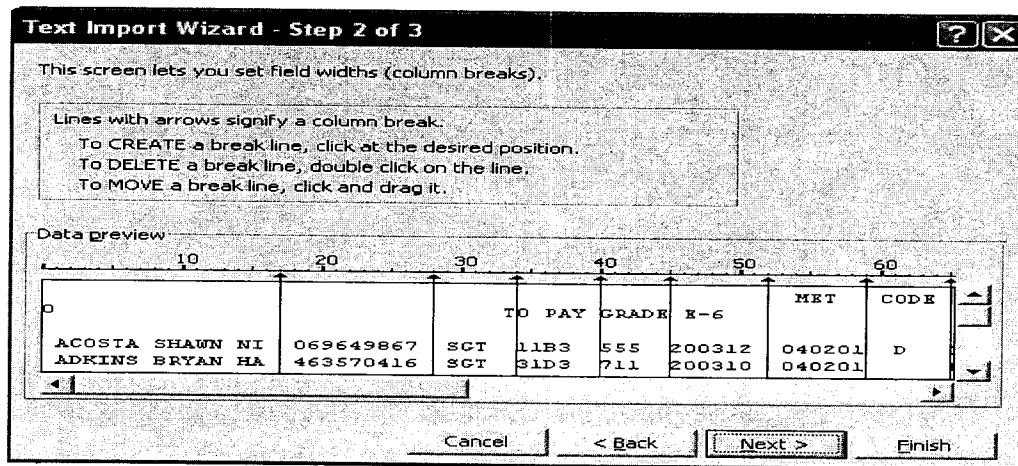
Step 15: Go where you saved your file from the FTP program. Arrow key down on the files of type and click **ALL FILES**. Double click on the file you saved; this will also be the same number at the bottom of the PERNET screen when you asked to FTP earlier.

(Figure H1-15)



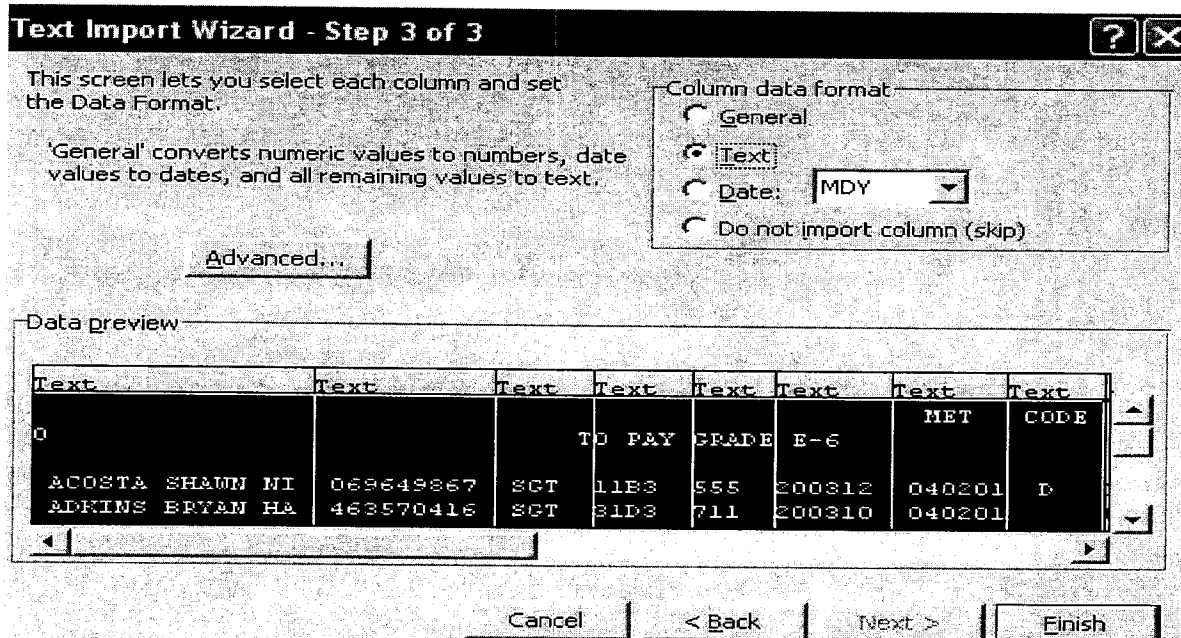
Step 16: Ensure that the Fixed Width block is checked and click **NEXT**.

(Figure H1-16)



Step 17: Arrow key down until you see the first name of the Soldier on the byname list. Insert a column break where you want the columns to be separated. You can create, delete or move a line break by clicking and double clicking on the arrow line itself. Place arrows where you want the actual column break to be on the excel spreadsheet. After you have placed your column breaks, click **NEXT**.

(Figure H1-17)



Step 18: Hold the shift key down and highlight each of the columns. Once you highlight all columns click on the Text button in the Column data format and click **FINISH**. (If you skip this step, all the columns that begin with a zero in the numbers (met cutoff and ssn) the zero will be missing at the beginning of the date.)

(Figure H1-18)

Microsoft Excel - UES.PM.D040302.T023459

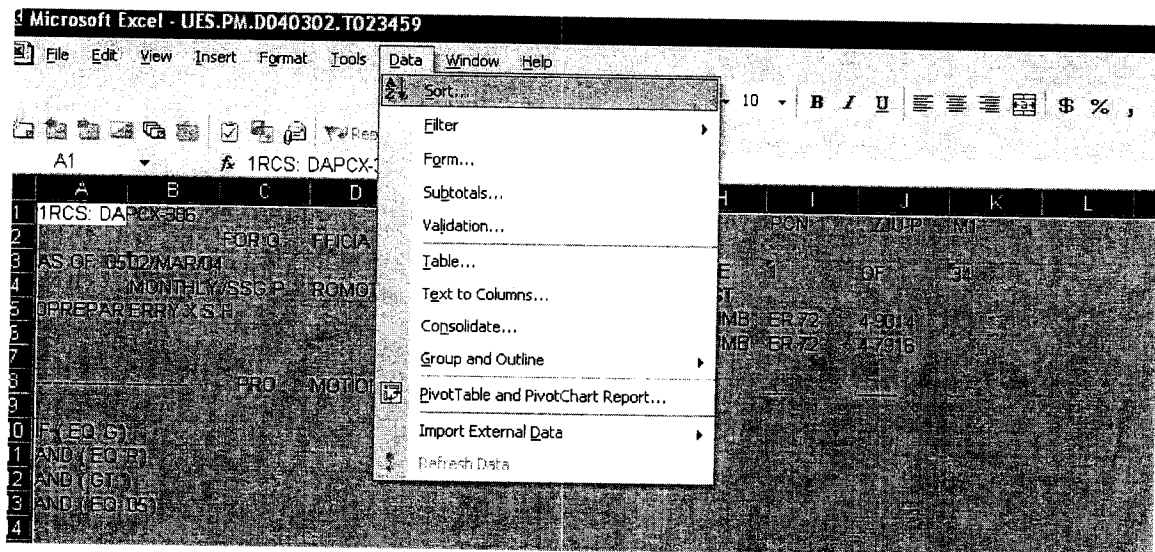
File Edit View Insert Format Tools Data Window Help

10 B I U \$ % ,

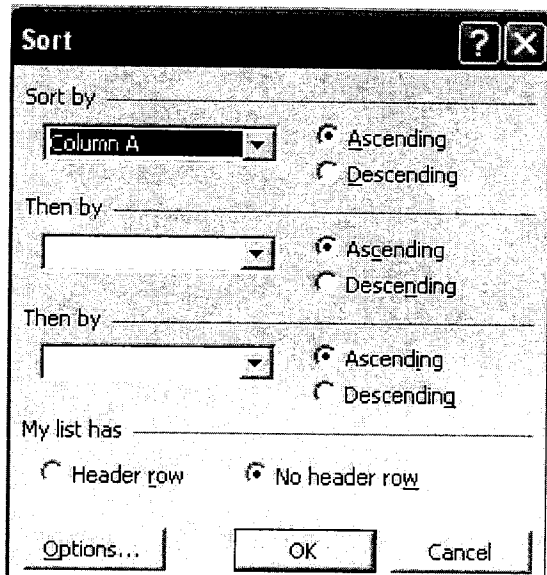
A1 1RCS: DAPCX-386

1	1RCS: DAPCX-386												
2		FOR O	FFICIA	L USE	ONLY			PCN	ZJU-P	M1			
3	AS OF: 05/02/MAR/04												
4	MONTHLY/SSG P	ROMOTI	ON SE	LECTION	BY-NAM	E LIST			OF	34			
5	OPREPARERRY X S H		C	OMMERCIAL PHON	E NUMB	ER 72			4-9014				
6				AUTOV	ON PHON	E NUMB	ER 72		4-7916				
7													
8		- PRO	MOTION	LIST	DATA -								
9													
10	IF (EQ 'G')												
11	AND (EQ 'R')												
12	AND (GT '')												
13	AND (EQ '05')												
14													
15													
16	0		SUBSET	LOCK	S								
17													
18	NONE												
19													
20													
21													
22	0		SORT C	RITER	IA								
23													
24	01-PLVLSIE												
25													
26													

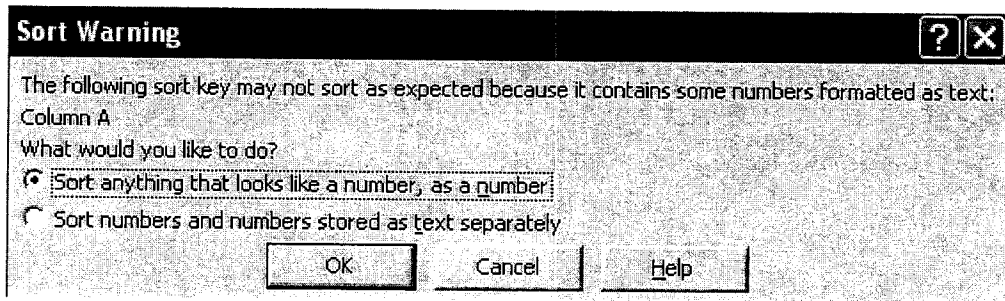
Step 19: It will show all your data in an excel format.
(Figure H1-19)



Step 20: Click the top square in the top left hand corner of spreadsheet to highlight the entire document. Go to Data and then click SORT.
(Figure H1-20)



Step 21: Sort by column A, as this will list all names in alphabetical order.
(Figure H1-21)



Step 22: This screen may or may not show up depending of what version of windows is loaded on your computer. Click the sort anything that looks like a number, as a number and click **OK**.
(Figure H1-22)

Microsoft Excel - UES.PM.D040302.T023459

File Edit View Insert Format Tools Data Window Help

Reply with Changes... End Review...

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1																										
2																										
3																										
4																										
5																										
6																										
7																										
8																										
9																										
10																										
11																										
12																										
13																										
14																										
15																										
16																										
17																										
18																										
19																										
20																										
21																										
22																										
23																										
24																										
25																										
26																										

Step 23: Your screen will look like this.

(Figure H1-23)

Microsoft Excel - UES.PM.D040302.T023459

File Edit View Insert Format Tools Data Window Help

Reply with Changes... End Review...

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
157	IRCS	DAPCY	366						PCN	ZJUP	MI				
158	IRCS	DAPCY	366						PCN	ZJUP	MI				
159	IRCS	DAPCY	366						PCN	ZJUP	MI				
160	IRCS	DAPCY	366						PCN	ZJUP	MI				
161	IRCS	DAPCY	366						PCN	ZJUP	MI				
162	IRCS	DAPCY	366						PCN	ZJUP	MI				
163	IRCS	DAPCY	366						PCN	ZJUP	MI				
164	IRCS	DAPCY	366						PCN	ZJUP	MI				
165	IRCS	DAPCY	366						PCN	ZJUP	MI				
166	IRCS	DAPCY	366						PCN	ZJUP	MI				
167	ABABA	J2575236382	SP4	92L2	579		200401	040301		WC07	ERHAA	0505	QM	PET	
168	ABADLE	1590734527	SP4	15R2	594		200401	040301		FS33	OVCC6	AHB	CO	A	
169	ABDALLA	367947849	SP4	11B2	485		200312	040201		FS25	H9TA0	0016	IN	RIF	
170	ACEVEDO	110644310	SP4	13B2	417		200309	031201	A	FS27	E7ZA0	0321	FA	BTY	
171	ACOSTA	105949687	SGT	11B3	555		200312	040201	D	FS06	F8VT0	0021	IN	HHC	
172	ADAMS	L339687796	SP4	92F2	545		200310	031201	P	FS06	BSTAA	0054	MD	CO	
173	ADKINS	B463570416	SGT	31D3	711		200310	040201		WC03	3LF52	16TH	RGN	FT	
174	ADKINS	E25533998	SGT	11B3	539		200401	040301		EU33	ABPC0	0508	IN	CO	
175	ADORNO	1583297245	SGT	42A3	784		200311	040301		FS29	AA9T0	0082	SC	HHC	
176	AHERN	A1561594036	SP4	31B2	489		200401	040301		WC02	BZKH0	0013	MP	DET	
177	AHLSTRO	339808784	SP4	11B2	481		200401	040301		K003	AJJA0	0506	IN	CO	
178	AKINS	DY251653490	SP4	13P2	502		200401	040301		TD22	AJLB0	0012	FA	BTY	
179	ALAMO	E153066105	SP4	13B2	476		200401	040301		FS29	ABLA0	0319	FA	BTR	
180	ALBANES	108702656	SP4	21B2	434		200303	030501	P	MD12	40RAA	0001	USA	MDW	ENG
181	ALBERT	K293887865	SP4	31B2	522		200401	040301		K011	BXYAA	0552	MP	CBT	
182	ALDOPH	198747475	SGT	92Y3	737		200401	040301		WC07	H1ED0	0001	SF	SUP	
183	ALEMANY	130726490	SP4	98C2	447		200401	040301		EU15	BVDC0	0002	MI	MI	
184	ALERDINC	277767709	SP4	31B2	410		200401	040301		FS27	HGFAA	0085	MP	COM	
185	ALEXAND	1102661742	SP4	13F2	425		200312	040201	B	FS17	ADW70	FA	BN	02	H
186	ALEXAND	1450731530	SP4	15T2	632		200312	040201		FS33	DHAAA	AIR	AMBULAN		
187	ALFORD	C251519620	SGT	63H3	733		200311	040301		FS33	DW9AA	MNT	NON	DIV	
188	ALIKSA	J586397686	SP4	11B2	507		200312	040201		FS29	ABSD0	0504	IN	CO	
189	ALLEN	DA441842374	SOT	13M3	507		200308	040301		TD22	H9XC0	0003	FA	C	B

UES.PM.D040302.T023459

Ready

start

Drafts - Mail...

Inbox - Micro...

GWSS270 PL...

Instructions...

Untitled - Paint

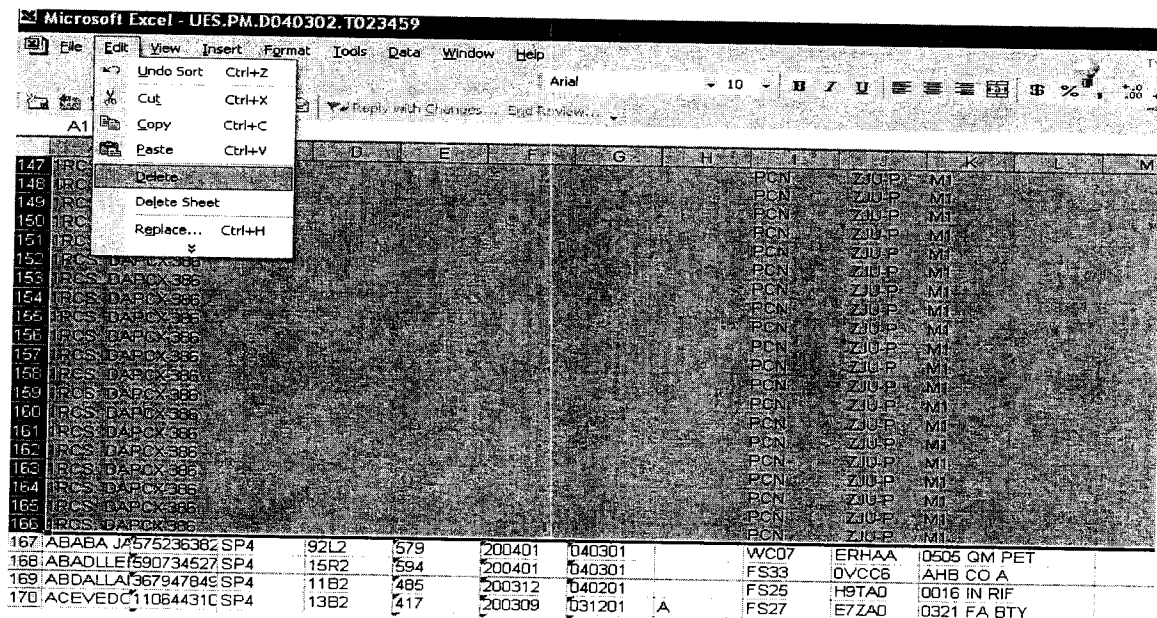
Microsoft Exc...

NLM

11:41 AM

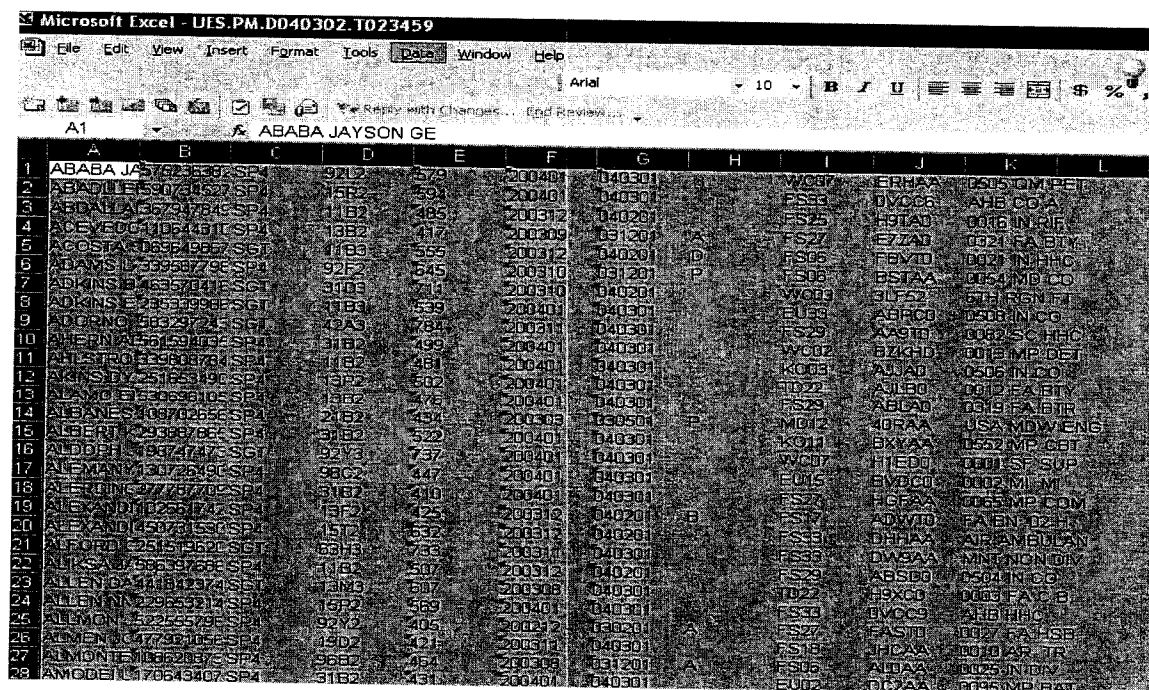
Step 24: Click where the number shows you how many lines and drag it down until you see the list of names start in alphabetical order.

(Figure H1-24)



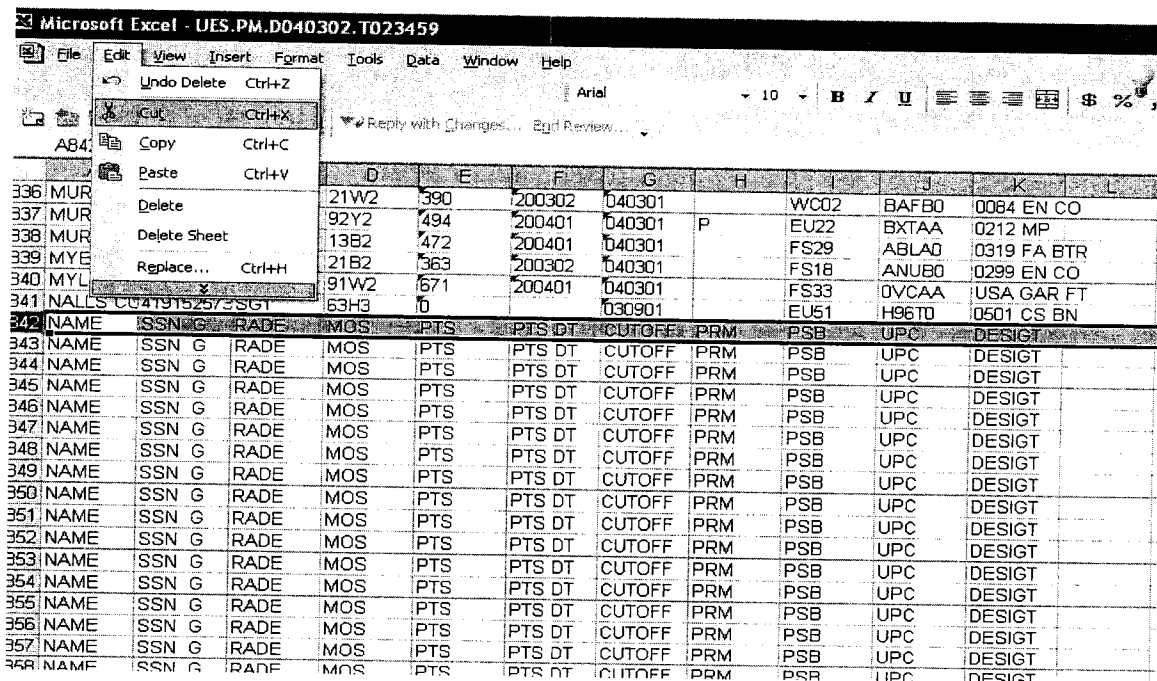
Step 25: Go to **EDIT** and click **DELETE** to delete all of the highlighted fields. This will delete the entire lines. If you click the delete button on the keyboard, it will only delete the contents, NOT the lines.

(Figure H1-25)

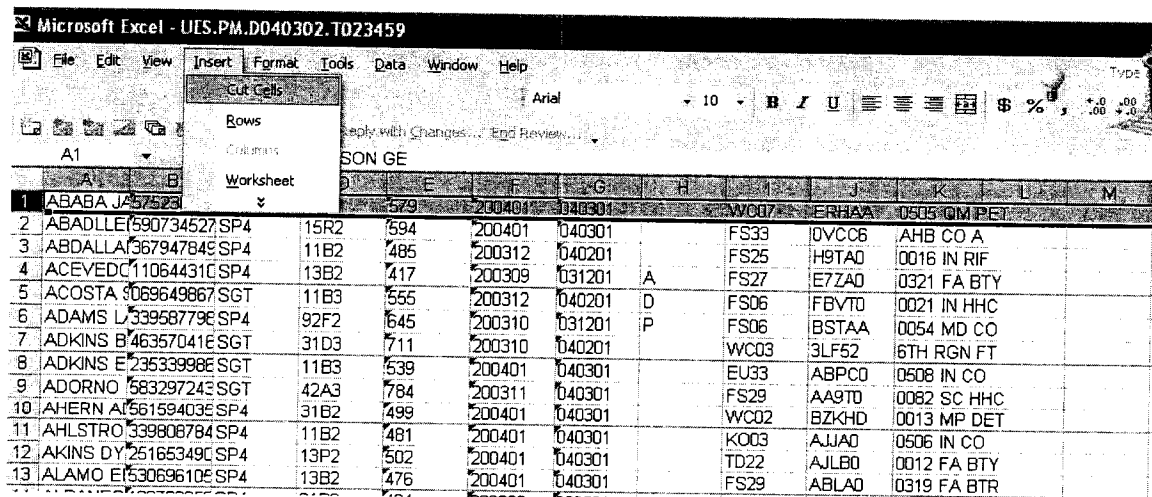


Step 26: You will see where names begin at the top of spreadsheet. Continue down through the entire spreadsheet and delete all of the lines not needed.

(Figure H1-26)



Step 27: Scroll down to letter N. Highlight any of these lines. Click on **FILE** and **CUT**.
(Figure H1-27)



Step 28: Go back to the beginning of spreadsheet and highlight first row. Go to **INSERT** and click on **CUT CELLS**.

(Figure H1-28)

Microsoft Excel - UES.PM.D040302.T023459

File Edit View Insert Format Tools Data Window Help

Arial 10

Reply with Changes... End Review...

A	B	C	D	E	F	G	H	I	J	K	L
NAME	SSN	GRADE	MOS	PTS	PTS DT	CUTOFF	PRM	PSB	UPC	DESIGN	
ABADIL JAYSON GE	575236382	SP4	92L2	579	200401	040301		WC07	ERHAA	0505 OM PET	
ABADIL LERENA ERI	590731527	SP4	95R2	594	200401	040301		FS33	OVCCB	AMB CO A	
ABDALAH MUHAMM	367347849	SP4	11B2	485	200312	040201		FS25	HSTAD	0016 IN RIF	
ACEVEDO MARTIN	106443110	SP4	13B2	417	200309	031201	A	FS27	EVZAD	0321 FA BTY	
ACOSTA SHAWN NI	169649867	SGT	11B3	565	200312	040201	D	FS06	FBVTD	0021 IN HHC	
ADAMS BRIAN HA	463570416	SGT	3103	714	200310	040201		FS06	BSTAA	0054 MD CO	
ADKINS EMMITT C	235339980	SGT	11B3	539	200401	040301		WC03	3LF52	6TH RGN FT	
ADORNIGRUIZ JUA	583297243	SGT	42A3	768	200311	040301		FS29	ABPC0	0508 IN CO	
AHERN ADAM WILL	561594035	SP4	11B2	499	200401	040301		WC02	BZKH0	0052 SC HHD	
ALBUSTROM GRAHAM	339808784	SP4	11B2	481	200401	040301		K003	AJLAD	0506 IN CO	
ALANS OYLAN TAL	251653490	SP4	13P2	502	200401	040301		TD22	AJLB0	0012 FA BTY	
ALAMO BRICK VIL	530695105	SP4	13B2	476	200401	040301		FS29	AGLAD	0319 FA BTR	
ALBANESE STEPHEN	108702656	SP4	21B2	434	200303	030501	P	MD12	40RAA	USA MOW WENG	
ALBERT KYLE LOU	293887865	SP4	11B2	522	200401	040301		K011	BYXAA	0552 MP CBT	
ALDOPH JEAN DAN	190747473	SGT	92Y3	737	200401	040301		WC07	HIED0	0001 SF SUP	
ALEMANN FREDRIK	130726490	SP4	38C2	447	200401	040301		EU15	BVDC0	0002 MI M	
ALFORD CHARLES	490731530	SP4	13F2	425	200312	040201	B	FS27	HGFAA	0065 MP CDM	
ALEXANDER MICHA	505397686	SGT	63H3	738	200311	040301		FS33	ADWTD	FA BN 02 H	
ALFORD CHARLES	251519620	SGT	63H3	738	200311	040301		FS33	DHFAA	AFR AMBULAN	
ALIKSA JACOB LO	441842374	SP4	11B2	507	200312	040201		FS29	OVYAA	MNTN NON DIV	
ALLEN DAVID MIC	229653214	SP4	13M3	507	200308	040301		FS33	ABSD0	0504 IN CC	
ALLEN INNEKAARA	229653214	SP4	13M3	507	200308	040301		TD22	HSXCB	0003 FA C B	
ALLMON JAMES SC	522655798	SP4	92Y2	569	200401	040301		FS33	OVCCB	AMB HHC	

Step 29: The highlighted row you just cut now appear as your heading. Highlight the entire document. Place your cursor on the line between column A and B, and double click.

(Figure H1-29)

Microsoft Excel - UES.PM.D040302.T023459

File Edit View Insert Format Tools Data Window Help

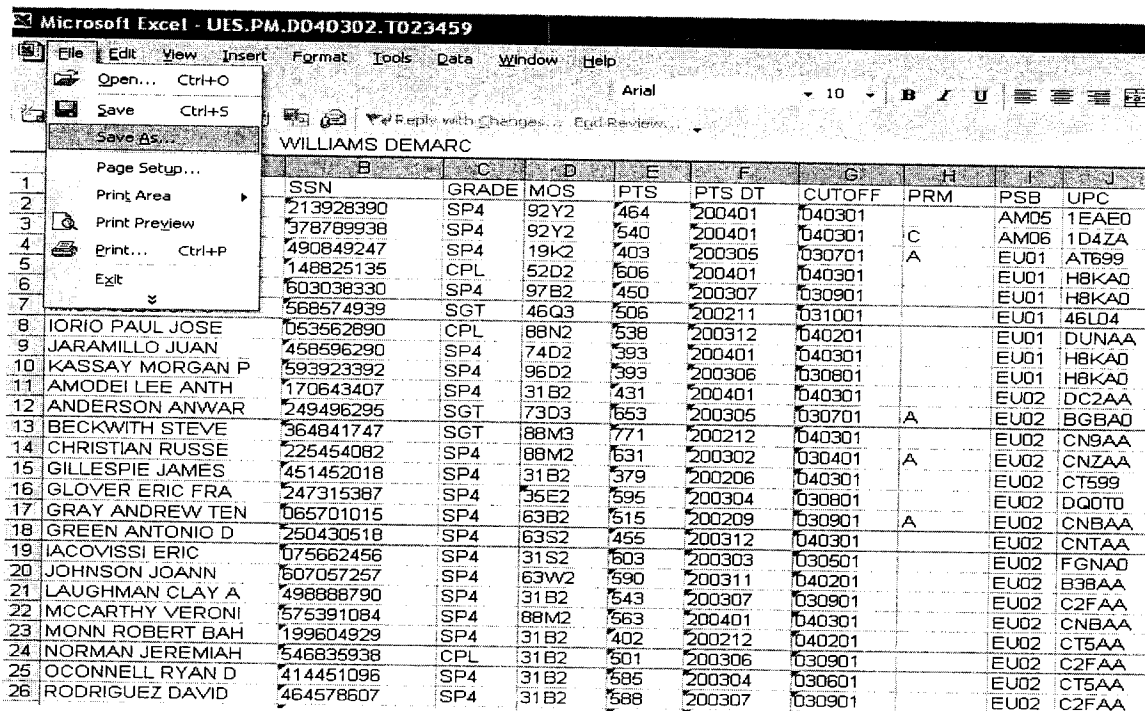
Arial 10

Reply with Changes... End Review...

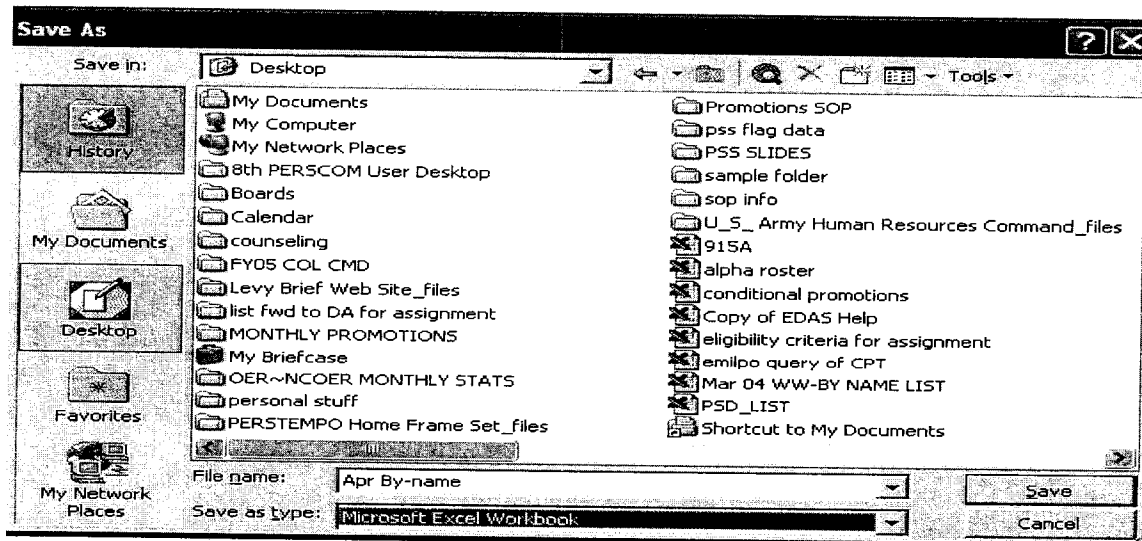
A	B	C	D	E	F	G	H	I	J	K
NAME	SSN	GRADE	MOS	PTS	PTS DT	CUTOFF	PRM	PSB	UPC	DESIGN
ABAJAYSON GE	575236382	SP4	92L2	579	200401	040301		WC07	ERHAA	0505 OM PET
ABADIL LERENA ERI	590731527	SP4	95R2	594	200401	040301		FS33	OVCCB	AMB CO A
ABDALAH MUHAMM	367347849	SP4	11B2	485	200312	040201		FS25	HSTAD	0016 IN RIF
ACEVEDO MARTIN	106443110	SP4	13B2	417	200309	031201	A	FS27	EVZAD	0321 FA BTY
ACOSTA SHAWN NI	169649867	SGT	11B3	565	200312	040201	D	FS06	FBVTD	0021 IN HHC
ADAMS BRIAN HA	463570416	SGT	3103	714	200310	040201		FS06	BSTAA	0054 MD CO
ADKINS EMMITT C	235339980	SGT	11B3	539	200401	040301		WC03	3LF52	6TH RGN FT
ADORNIGRUIZ JUA	583297243	SGT	42A3	768	200311	040301		FS29	ABPC0	0508 IN CO
AHERN ADAM WILL	561594035	SP4	11B2	499	200401	040301		WC02	BZKH0	0052 SC HHD
ALBUSTROM GRAHAM	339808784	SP4	11B2	481	200401	040301		K003	AJLAD	0506 IN CO
ALANS OYLAN TAL	251653490	SP4	13P2	502	200401	040301		TD22	AJLB0	0012 FA BTY
ALAMO BRICK VIL	530695105	SP4	13B2	476	200401	040301		FS29	AGLAD	0319 FA BTR
ALBANESE STEPHEN	108702656	SP4	21B2	434	200303	030501	P	MD12	40RAA	USA MOW WENG
ALBERT KYLE LOU	293887865	SP4	11B2	522	200401	040301		K011	BYXAA	0552 MP CBT
ALDOPH JEAN DAN	190747473	SGT	92Y3	737	200401	040301		WC07	HIED0	0001 SF SUP
ALEMANN FREDRIK	130726490	SP4	38C2	447	200401	040301		EU15	BVDC0	0002 MI M
ALFORD CHARLES	490731530	SP4	13F2	425	200312	040201	B	FS27	HGFAA	0065 MP CDM
ALEXANDER MICHA	505397686	SGT	63H3	738	200311	040301		FS33	ADWTD	FA BN 02 H
ALFORD CHARLES	251519620	SGT	63H3	738	200311	040301		FS33	DHFAA	AFR AMBULAN
ALIKSA JACOB LO	441842374	SP4	11B2	507	200312	040201		FS29	OVYAA	MNTN NON DIV
ALLEN DAVID MIC	229653214	SP4	13M3	507	200308	040301		FS33	ABSD0	0504 IN CC
ALLEN INNEKAARA	229653214	SP4	13M3	507	200308	040301		TD22	HSXCB	0003 FA C B
ALLMON JAMES SC	522655798	SP4	92Y2	569	200401	040301		FS33	OVCCB	AMB HHC

Step 30: All columns will be lined up. Go to **DATA** and **SORT** by PSC Code. Delete all other PSB codes that do not pertain to you.

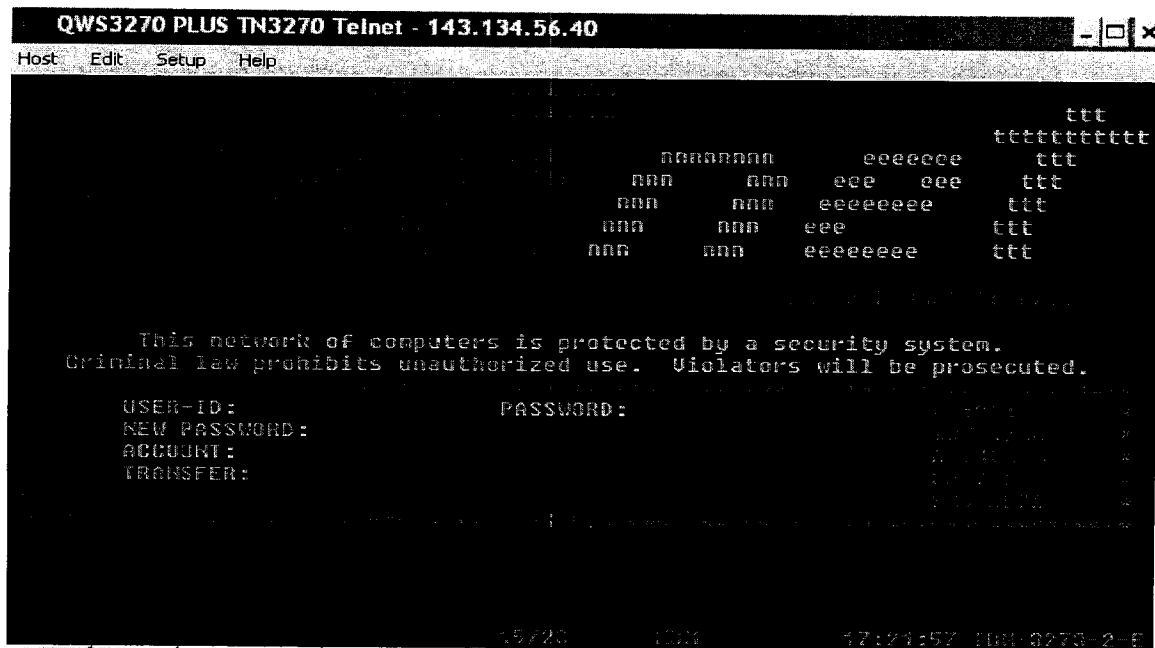
(Figure H1-30)



Step 31: Go to **FILE** and **SAVE AS** and click **ENTER**.
(Figure H1-31)

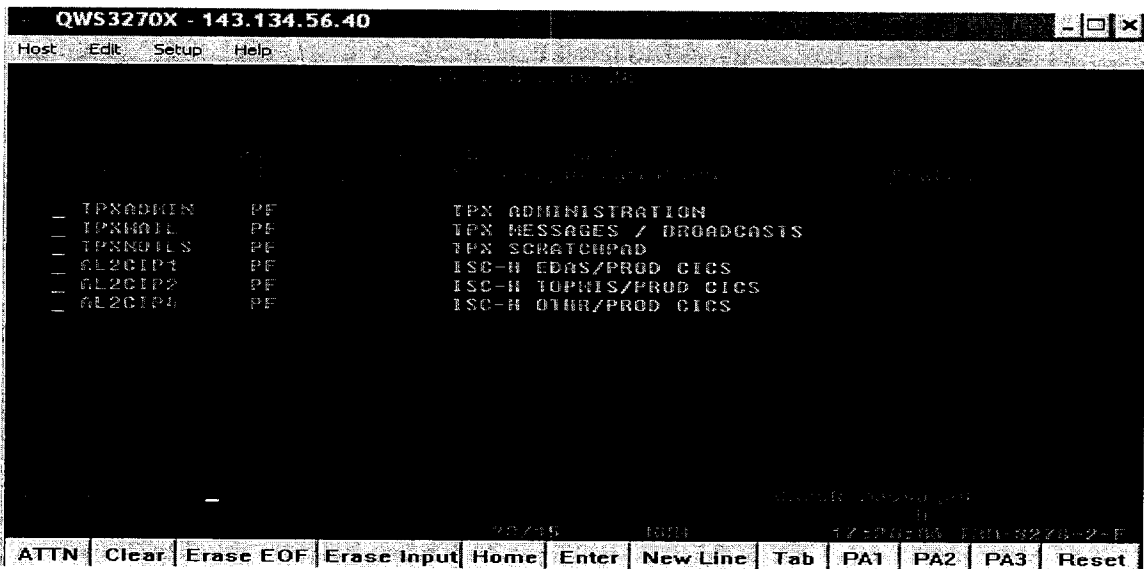


Step 32: Save the file where you can find it (such as desktop) and then name it what you want under file name. Ensure that you change **SAVE AS TYPE** from Text delimited to **Microsoft Excel Workbook** and click **SAVE**. You have FTP the by name and saved in excel format.
(Figure H1-32)



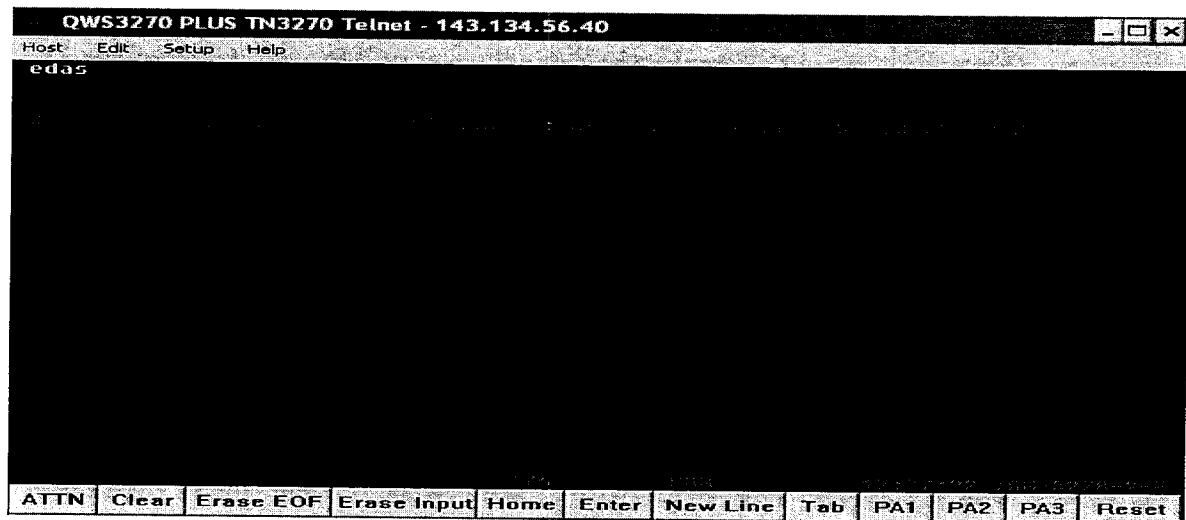
Step 1: Double click on the QWS3270 icon on your desktop. Type in your USER-ID and tab over to type in your password and click **ENTER**.

(Figure H2-1)



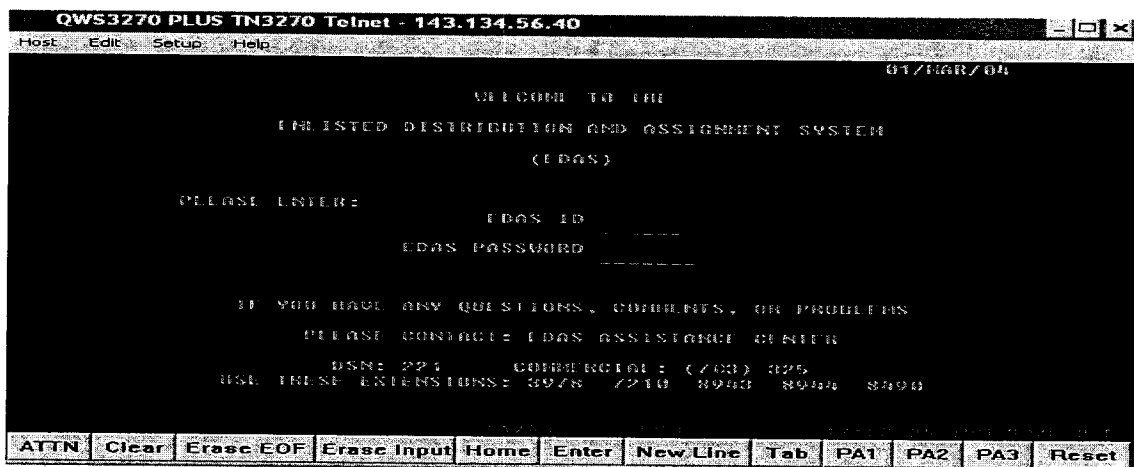
Step 2: Place your cursor up on **AL2CIP1** and click **ENTER**.

(Figure H2-2)



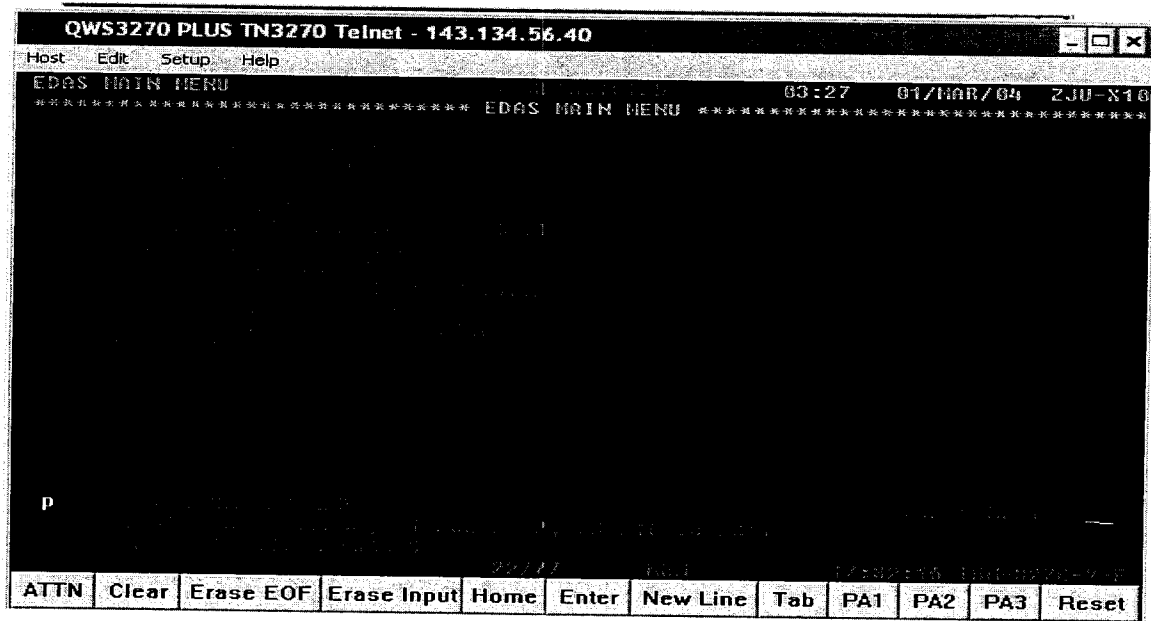
Step 3: Type the word **EDAS** and click **ENTER**.

(Figure H2-3)



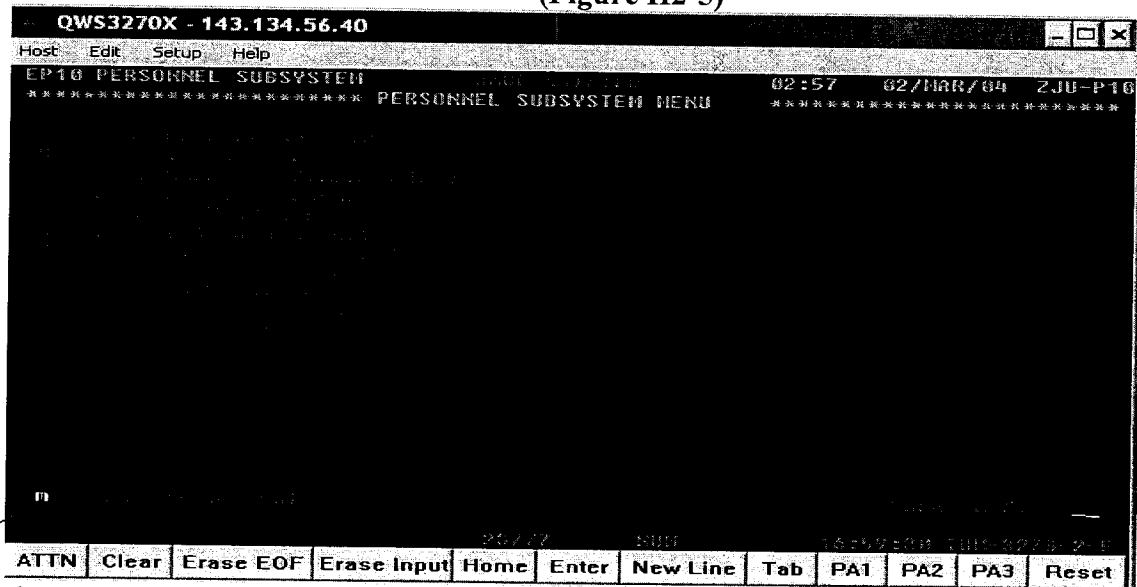
Step 4: Type in your EDAS ID and tab to enter your password and click **ENTER**.

(Figure H2-4)



Step 5: Type **P** for personnel subsystem and click **ENTER**.

(Figure H2-5)



Step 6: Type **M** for promotion update at ENTER OPTION DESIRED and click **ENTER**.

(Figure H2-6)

QWS3270X - 143.134.56.40

Host Edit Setup Help

EPH1 - PROMOTION UPDATE

RECORD SELECTION

ENTER ONE OR MORE SOCIAL SECURITY NUMBERS (SSN)

465916266

OR- ENTER PSC/UPC AND A MINIMUM OF ONE EACH PROMOTION MOS AND PAY LEVEL

PSC: _____ PRIORSE: _____ PLUSN: _____

PROMOTION SELECTION LIST WORLDWIDE: _____ OR SPECIFIC PSC: _____

PLEASE SELECT AN OUTPUT DESTINATION FOR PROMOTION SELECTION BY NAME LIST

F. EMAIL F. FTP L. LOCAL

1 ENTER THE NUMBER OF COPIES

PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO EXIT

ATTN Clear Erase EOF Erase Input Home Enter New Line Tab PA1 PA2 PA3 Reset

Step 7: Type the SSN on the Soldier or Soldiers that you are verifying if they are flagged. Click **ENTER**.

(Figure H2-7)

QWS3270X - 143.134.56.40

Host Edit Setup Help

EPH2 - PROMOTION UPDATE

PERSONNEL DATA

NAME	SSN	RANK	PPSPQE	BASED	DTETS
MILITARY EDUCATION LEVEL STATUS	SUSP FAVORABLE ACTION DATE	SUSP FAVORABLE ACTION REASON	REENLISTMENT BAR DATE	REENLISTMENT PROHIBITION CD	
CURRENT PROMOTION POINTS	YR/MONTH CURRENT PROMOTION POINTS	PREVIOUS PROMOTION POINTS	YR/MONTH PREVIOUS PROMOTION POINTS		

PROMOTION UPDATE

DATE OF EFFECTIVE DATE OF PROMOTION: 20040401

PROGRESSION MOS

SOLDIER HAS ATTAINED SUFFICIENT POINTS FOR PROMOTION.
IF ELIGIBLE AFTER LOCAL CHECKS ARE MADE, ENTER PROMOTION REASON TO PROMOTE
IF NOT PROMOTED, ENTER NON-PROMOTION REASON
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO EXIT

ATTN Clear Erase EOF Erase Input Home Enter New Line Tab PA1 PA2 PA3 Reset

Step 8: The **SUSP FAVORABLE ACTION DATE AND REASON** will reflect if Soldier is flagged.

(Figure H2-8)

DEPARTMENT OF THE ARMY
____ DET, 000TH Personnel Services Battalion
Unit# 00000 APO AP 96205

OFFICE SYMBOL

(Suspense Date) S: _____
Date: _____

MEMORANDUM FOR CDR, _____ Current Unit _____

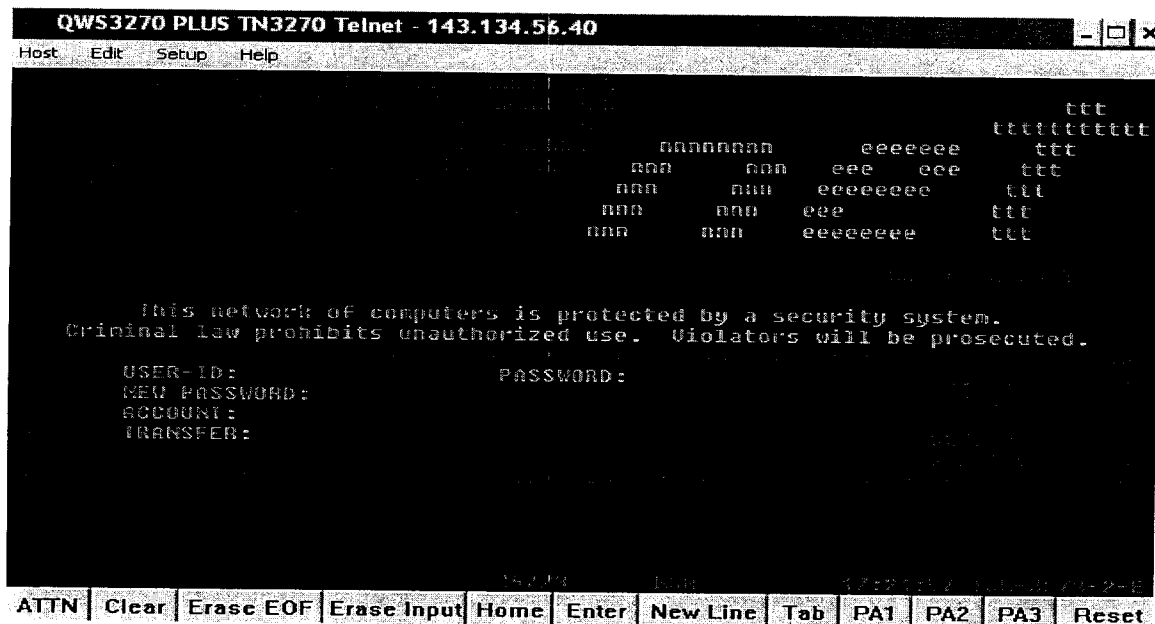
Subject: Requesting Supporting Documentation

1. _____ (Soldier name, rank and ssn) _____ a member of your command has exceeded the promotion cutoff score for the month of _____.
2. SPC Doe appears to be flagged as of _____ Date _____, therefore cannot be promoted until unfavorable action has been resolved. Please provide all supporting documentation to the servicing PSD by the suspense date shown above.
3. Point of contact for this memorandum is SSG Suzy Q. Kwik at 724-0000.

FOR THE COMMANDER:

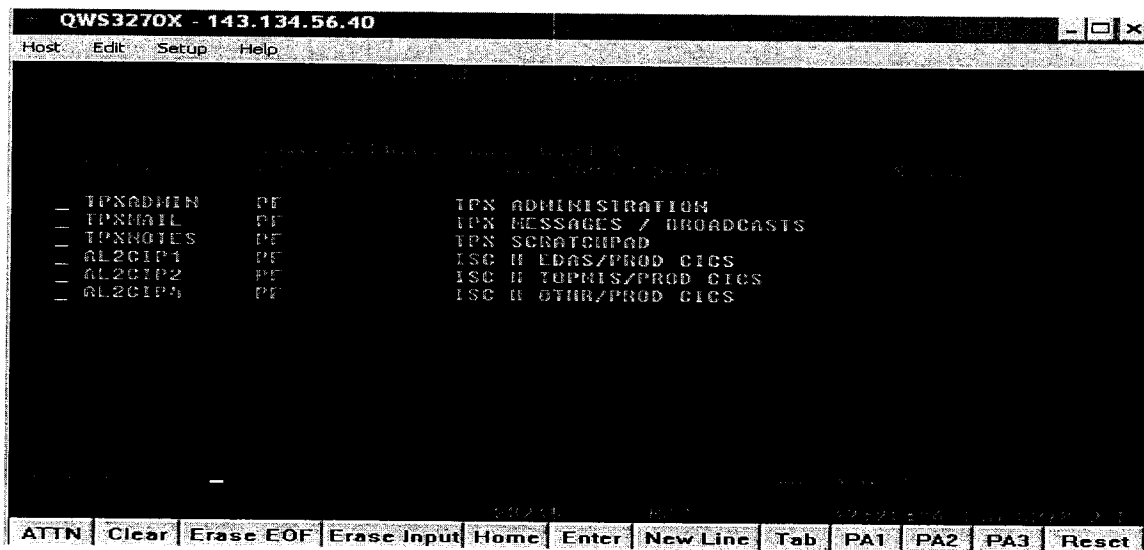
CHIEF PSD SIGNATURE BLOCK

(Figure H3)



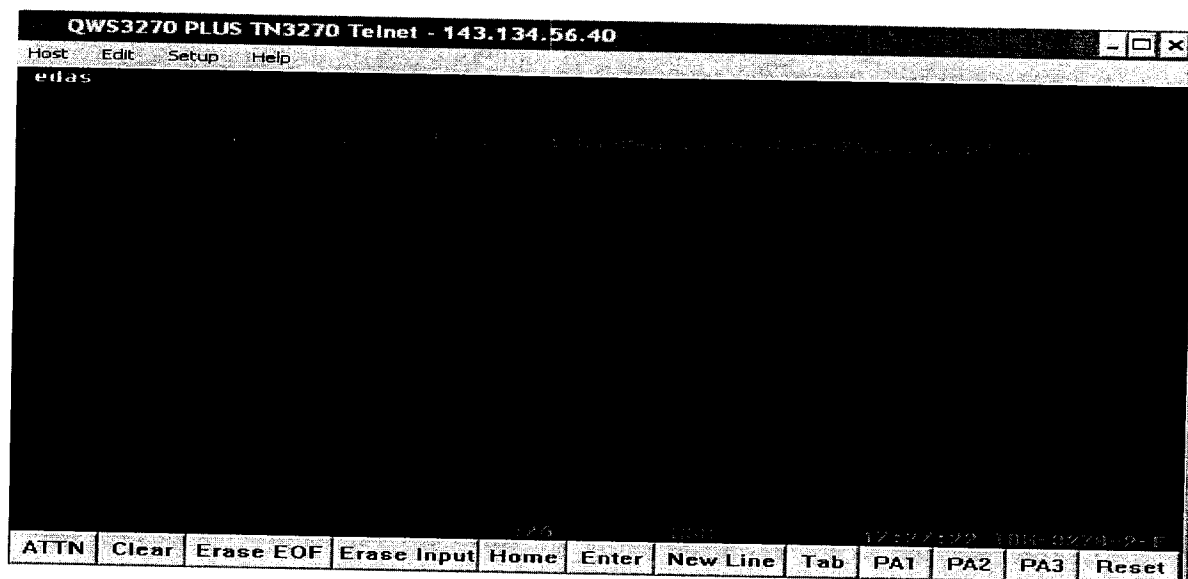
Step 1: Double click on the QWS3270 icon on your desktop. Type in your USER-ID and Password and click **ENTER**.

(Figure H4-1)



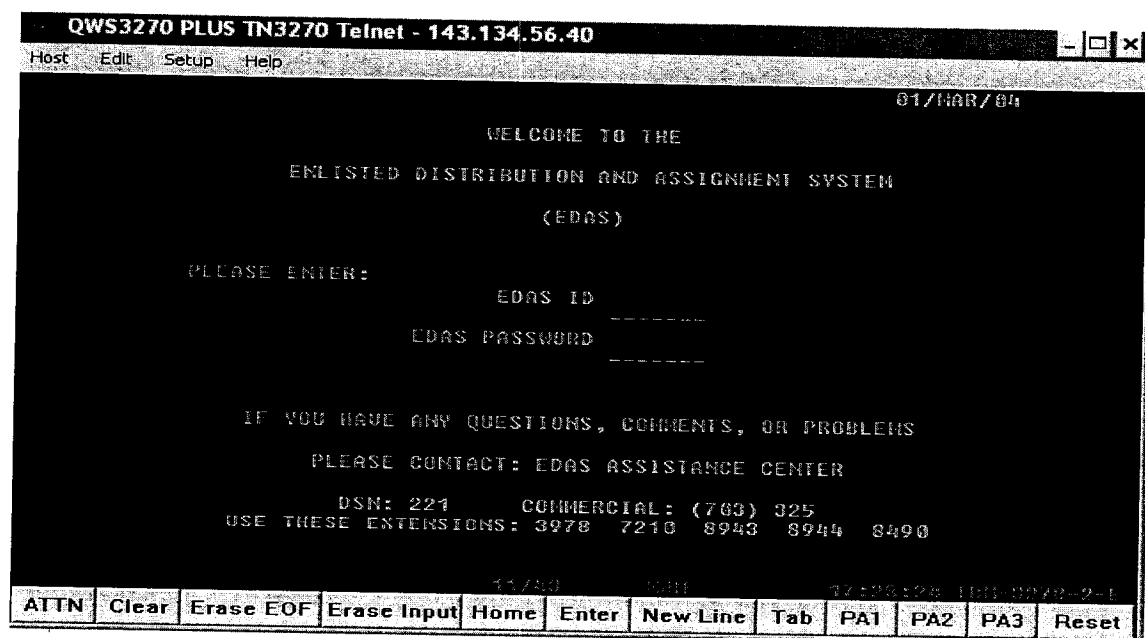
Step 2: Place your cursor up on **AL2CIP1** and click **ENTER**.

(Figure H4-2)



Step 3: Type the word **EDAS** and click **ENTER**.

(Figure H4-3)



Step 4: Type in your EDAS ID and tab over to type in your EDAS Password, click **ENTER**.

(Figure H4-4)

QWS3270X - 143.134.56.40

Host Edit Setup Help

EPM1 - PROMOTION UPDATE

19:09 22/MAR/04 ZJU-PM1

RECORD SELECTION

ENTER ONE OR MORE SOCIAL SECURITY NUMBERS (SSN)

555738068

-OR- ENTER PSC/UPC AND A MINIMUM OF ONE EACH PROMOTION MOS AND PAY LEVEL

PSC: UPC: PRMOSE: PLVLSN:

PROMOTION SELECTION LIST WORLDWIDE: OR SPECIFIC PSC:

PLEASE SELECT AN OUTPUT DESTINATION FOR PROMOTION SELECTION BY-NAME LIST

E. EMAIL F. FTP L. LOCAL

1 ENTER THE NUMBER OF COPIES

Step 7: Type SSN of Soldier that requires a Grade change (GRCH). Note: Soldier has to appear on the monthly by-name for you to complete a GRCH. Click **ENTER**.

(Figure H4-7)

QWS3270X - 143.134.56.40

Host Edit Setup Help

EPH2 - PROMOTION UPDATE 19:12 22/MAR/04 ZJU-PM2

PERSONNEL DATA

NAME	SSN	RANK	PPSPQE	BASD	DTETS
MILITARY EDUCATION LEVEL	SUSP FAVORABLE STATUS	SUSP FAVORABLE ACTION DATE	SUSP FAVORABLE ACTION REASON	REENLISTMENT BAR DATE	REENLISTMENT PROHIBITION CD
CURRENT PROMOTION POINTS	YR/MONTH CURRENT PROMOTION POINTS	PREVIOUS PROMOTION POINTS	YR/MONTH PREVIOUS PROMOTION POINTS		

PROMOTION UPDATE

RANK: DATE OF RANK: 20040401 EFFECTIVE DATE OF PROMOTION: 20040401 PROGRESSION NOS

SOLDIER HAS ATTAINED SUFFICIENT POINTS FOR PROMOTION.
IF ELIGIBLE AFTER LOCAL CHECKS ARE MADE, ENTER PROMOTION REASON TO PROMOTE _
IF NOT PROMOTED, ENTER NON-PROMOTION REASON _
PRESS ENTER TO CONTINUE, F1 FOR HELP, OR F3 TO EXIT

ATTN Clear Erase EOF Erase Input Home Enter New Line Tab PA1 PA2 PA3 Reset

Step 8: This screen is used to promote the desired Soldier. The top half of the screen contains Soldier information. When event data is posted to the suspension of favorable action or the bar to reenlistment fields, the following message will appear when you attempt to promote the Soldier: **"warning: may be ineligible for promotion, check eligibility before posting"** this does not stop you from completing the promotion, however, a check should be made to insure that the Soldier is eligible before the promotion action is completed.

The bottom half of the screen is used to accomplish the promotion. The rank at the left side of the screen is the rank that the Soldier will be promoted. The date of rank and the effective date of promotion have a default date which will always be the first of the following month. If these dates are accepted the promotion will actually occur on that date. In the event these dates need to be changed, the current date or a date not older than three months in the past may be entered and the promotion will be completed immediately with the effective dates as entered on the screen. In the event the Soldier should have a date of rank older than three months in the past, you will have to notify the NCOIC of promotions or Chief of the PSD.

The next input field, which is mandatory to complete the promotion action, is the promotion reason. The following is a listing of valid values that may be entered in this field:

- M = MEETS CUTOFF SCORE
- O = ENTERED OFFICER CANDIDATE SCHOOL (TO E5 ONLY)
- R = GRADUATED FROM RANGER SCHOOL (TO E5 ONLY)
- S = ARMY CIVILIAN ACQUIRED SKILLS (TO E5 ONLY)
- W = ENTERED WARRANT OFFICER ENTRY COURSE (TO E5 ONLY)
- X = EXCEPTION TO POLICY, OTHER (TOP OF SYSTEM USE ONLY)

After entering the required fields, click **ENTER** to edit the entries and press **F2** key to post the promotion.

(Figure H4-8)

2. In the event a Soldier has been selected for promotion; that is not fully eligible to promote for reasons unknown at the top of the system, by-pass the fields used to promote the Soldier and enter a “**non-promotion reason.**” This will show, not only that the Soldier was not promoted, but also the reason why the Soldier was not promoted at this time. Non-promotion reasons are:

- * **B = DOES NOT MEET SECURITY CLEARANCE REQUIREMENT**
- * **C = SUSPENSION OF FAVORABLE PERSONNEL ACTION**
- * **D = INELIGIBLE FOR OR PENDING ENLISTMENT**
- ****E = FAILED TO MEET SERVICE REMAINING REQUIREMENT**
- ****F = PREVIOUSLY PROMOTED TO CURRENT RANK**
- *****G = INCORRECT PROMOTION POINTS OR PROMOTION POINTS DATE**
- *****H = RECLASSIFIED OUT OF PMOS PRIOR TO PROMOTION MONTH**
- ****I = SEPARATED FROM ACTIVE DUTY**
- ****J = NCOES FAILURE**
- ****K = DA IMPOSED BAR TO REENLISTMENT**
- ****L = FIELD IMPOSED BAR TO REENLISTMENT**
- ***P = CHALLENGED OR SUSPENDED PROMOTION POINTS**
- ***Q= MEDICAL**
- ****R= OTHER REASONS THAT REQUIRE REMOVAL FROM RECOMMENDED LIST**
- ****T= ENROLLMENT IN THE OVERWRIGHT CONTROL PROGRAM**

***Information Code**

**** Will remove Soldier from the by-name list and the recommended list (EDAS C10)**

*****Will remove Soldier from the by-name list only.**

After entering the appropriate value, click **ENTER** to edit and **F2** to update system. Soldier may be promoted at a later date by entering the correct dates and the appropriate promotion reason.

(Figure H4-8)

NAME	SSN	GRADE	MOS	PTS	PTS DT	CUTOFF	PRM	PSB	UIC	UNIT NAME
PAREDEZ ALFRED	123456789	SP4	11B2	445	200401	040301	C	K003	A4FB0	0009 IN CO
TORRES ANTHONY	123456790	SGT	11B3	474	200401	040301	E	K003	A4FD0	0009 IN CO
TORRESTIMOTEO S	123456791	SP4	92F2	629	200401	040301	C	K003	AJEB0	0002 CS CO
AHLSTROM GRAHAM	123456792	SGT	11B3	481	200401	040301	E	K003	AJJA0	0506 IN CO
GLYNN BRIAN DUA	123456793	SP4	11B2	452	200312	040201	B	K003	AJJC0	0506 IN CO
ACEVEDO MARTIN	123456794	SP4	13B2	417	200309	031201	A	K003	AJMC0	0015 FA BTY
BARBOUR GARY MI	123456795	SP4	19K2	393	200401	040301	C	K003	AJVA0	0072 AR CO
MASON VAUGHN AN	123456796	SP4	19D2	508	200312	040201	D	K003	AJVT0	0072 AR HHC
YATES PRESTON L	123456797	SP4	88M2	542	200311	040301	C	K003	AJYB0	0702 CS CO
MARULLI FRANK P	123456798	SP4	11B2	414	200210	030701	D	K003	ALBC0	0009 IN CO
WRIGHT CHRISTOP	123456799	SP4	13B2	435	200308	031001	D	K003	E7YB0	0017 FA BTY
AUSTIN EDWARD	123456800	SP4	13C2	435	200309	040101	B	K003	E7YT0	0017 FA HHB

Example of the By-name that should be sent to the BN CSM each month, informing them that the attached list of Soldiers have exceeded the cutoff score, however can not be promoted due to the PRM column. These are the Non Reason Promote Codes (NRPC). In your email be sure to define the NRPC.

(Figure H5)

Appendix I (Managing the EDAS C10)

1. PURPOSE: This SOP provides the specific procedures for managing the Enlisted Distribution Assignment System Promotion Recommended List (EDAS C10) and maintaining accountability of promotion packets.

2. RESPONSIBILITIES:

a. On the third day of the month, each PSD will download the recommended list from EDAS and export to excel (Figure I1). PSDs will complete the following action:

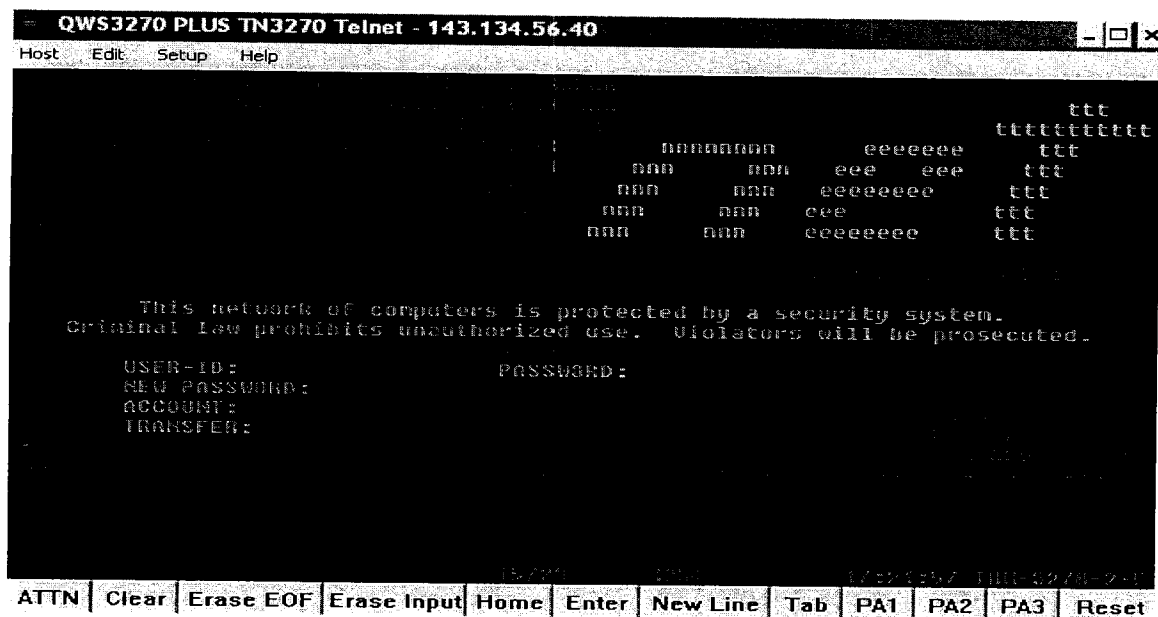
(1) EDAS C10 will be used to conduct a 100% accountability of all promotion packets. After the zero balance has been completed, a memorandum will be sent to the promotion authority with a 60-day suspense for any Soldier's packet identified as missing (Appendix A, Figure A3). A copy of the memorandums will be placed in the suspense file.

(2) Notify the promotion authority on the 60th day of suspense that Soldier has 30 additional days (Appendix A, Figure A5) to submit promotion packet or required documentation to complete the reconstruction of their promotion packet. If documentation is not received by suspense date PSD will remove Soldier from the promotion recommended list. See Appendix A, Figure A6, when notifying Soldier of removal action.

(3) Final memorandum will be sent directly after the 90-day suspense. Soldier will immediately be removed from promotion standing list (see Appendix J on steps to remove from promotion standing list) and the packet will be filed in the promotion removal packet file drawer.

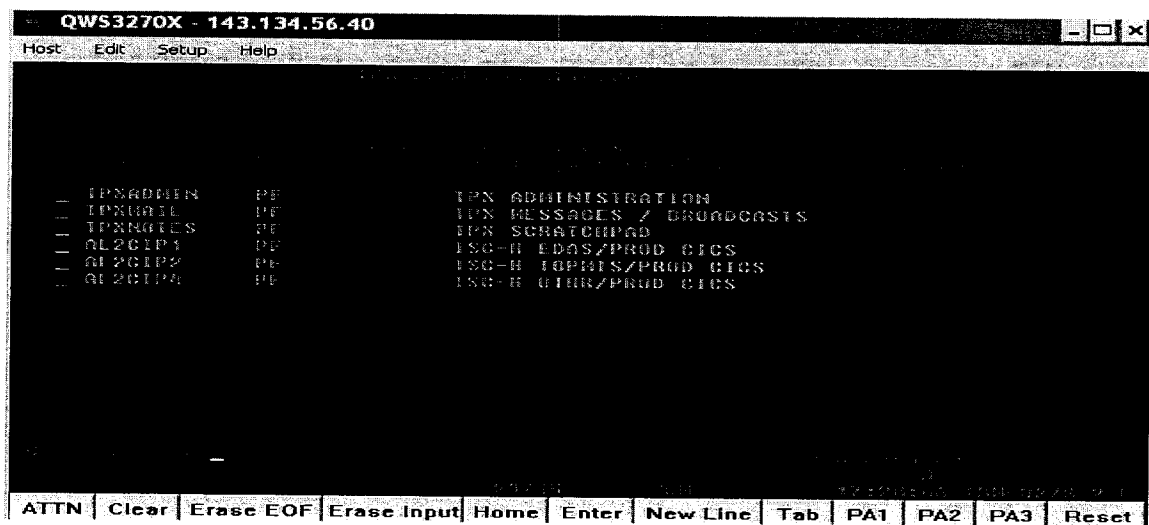
b. Submit reconciled EDAS C10 to Theater Army Personnel Services (TAPS) no later than the 10th of the month in the format shown in (Figure I2). Ensure that all FLAGS and bars have been researched and reconciled. PSD will follow up to ensure that if a Soldier needs to be removed from the promotion standing list, the action is accomplished IAW AR 600-8-19, Chap 3-28.

c. Divide the C10s by separate battalions and forward to unit S1s to obtain initials of reflected Soldiers and post in the battalion area for review per AR 600-8-19 (Table 3-8).



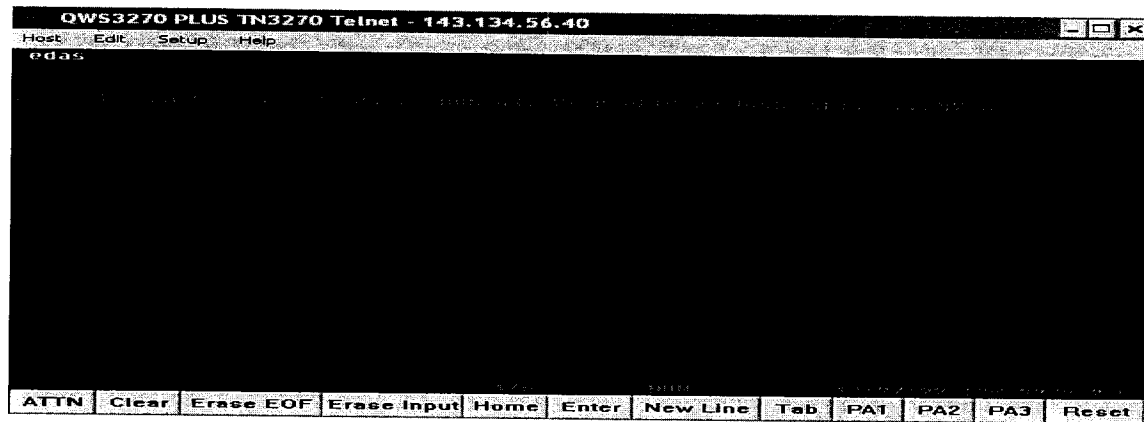
Step 1: Double click on the QWS3270 icon on your desktop. Type in your USERID and tab over to type in your password and click **ENTER**.

(Figure I1-1)



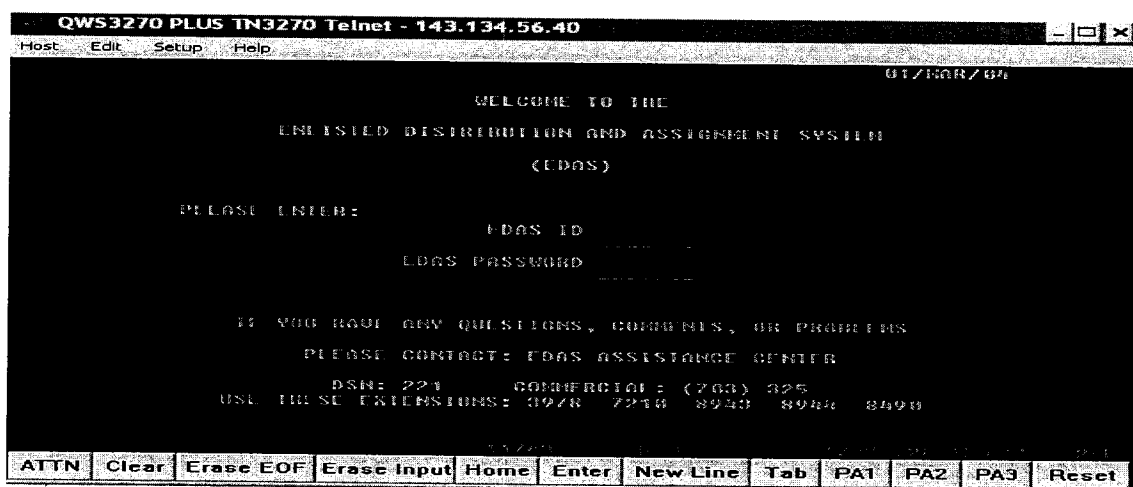
Step 2: Place your cursor up on AL2CIP1 and click **ENTER**.

(Figure I1-2)



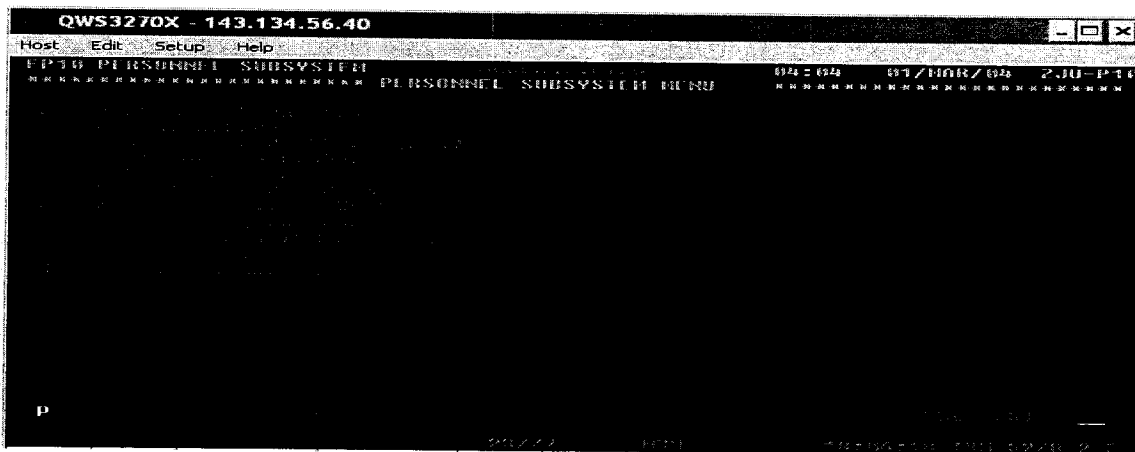
Step 3: Type the word **EDAS** and click **ENTER**.

(Figure I1-3)



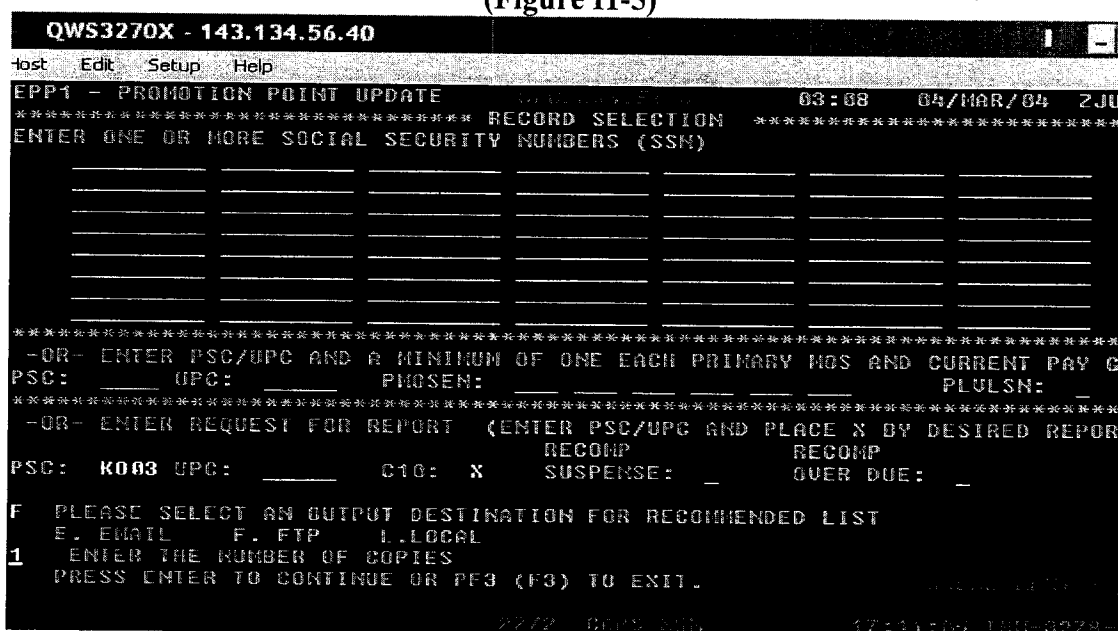
Step 4: Type in your EDAS ID and EDAS Password and click **ENTER**.

(Figure I1-4)



Step 5: Type **P** at Enter Option Desired for Promotion points update and click **ENTER**.

(Figure I1-5)



Step 6: Place an **X** next to C10. Insert the PSC Code at PSC (K002, K003, K011, and K021 or K041) and place an **F** next to output destination and Click **ENTER**.

(Figure I1-6)

QWS3270X - 143.134.56.40

Host Edit Setup Help

EPP1 - PROMOTION POINT UPDATE 03:07 04/MAR/04 ZJU-PP1

RECORD SELECTION

ENTER ONE OR MORE SOCIAL SECURITY NUMBERS (SSN)

-OR- ENTER PSC/UPG AND A MINIMUM OF ONE EACH PRIMARY MOS AND CURRENT PAY GRADE

PSC: UPG: PHOSEN: PLULSN:

-OR- ENTER REQUEST FOR REPORT (ENTER PSC/UPG AND PLACE X BY DESIRED REPORT)

RECUMP RECOMP

PSC: UPG: C10: SUSPENSE: OVER DUE:

F PLEASE SELECT AN OUTPUT DESTINATION FOR RECOMMENDED LIST

E. EMAIL F. FTP L. LOCAL

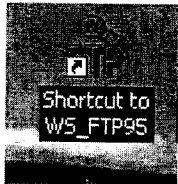
ENTER THE NUMBER OF COPIES

PRESS ENTER TO CONTINUE OR F13 (F3) TO EXIT.

QWS3270X - 143.134.56.40 04/MAR/04 03:07 04/MAR/04 143-3270X-2-E

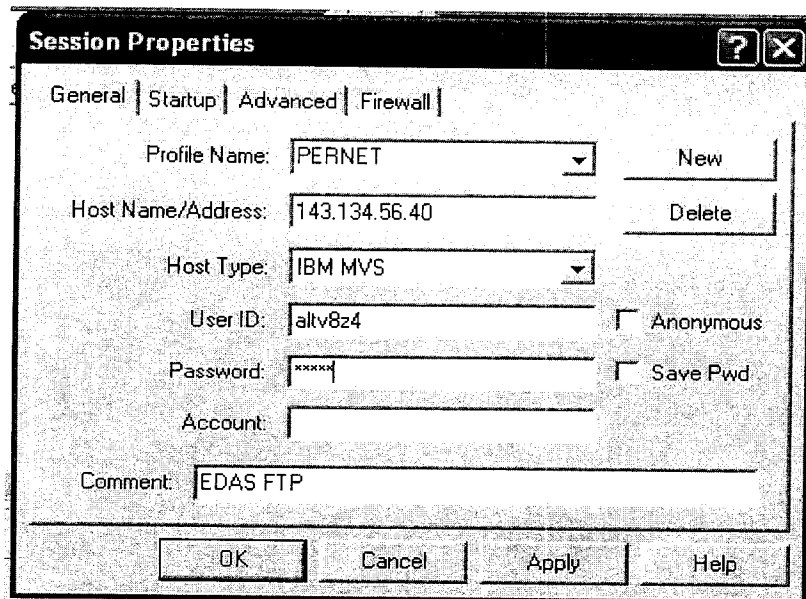
Step 7: A long string of numbers will appear at the bottom of the screen beginning with your PERNET ID. Minimize EDAS or close it out.

(Figure I1-7)



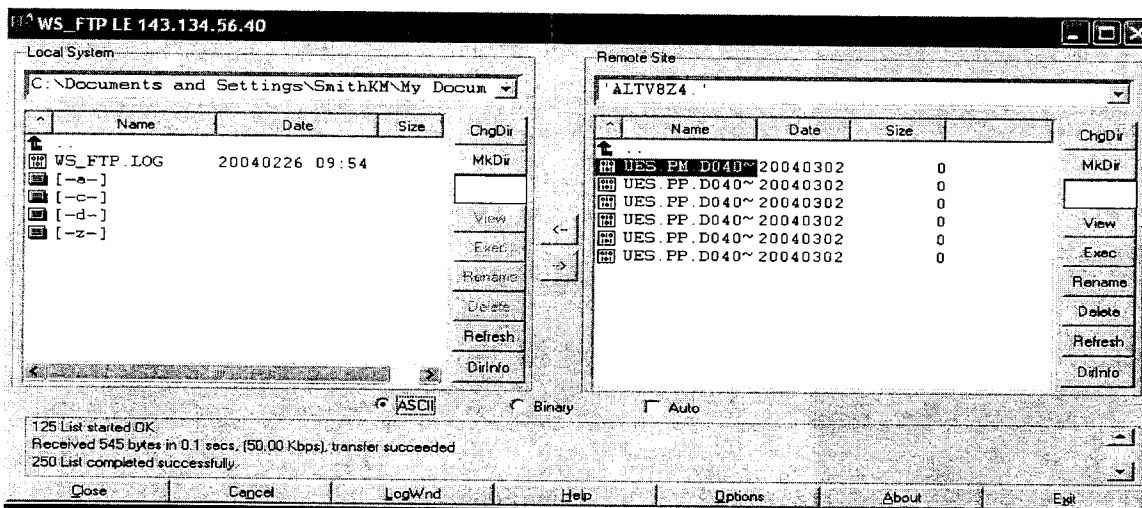
Step 8: Open up the FTP icon and double click.

(Figure I1-8)



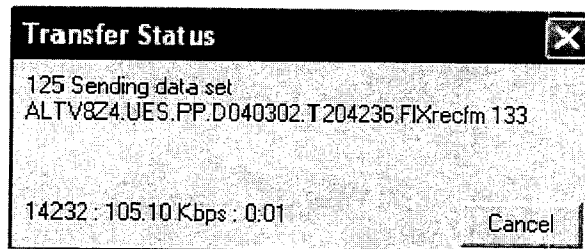
Step 9: Type in the same PERNET ID that you used to FTP under **USER ID**. Type in password for PERNET and click.

(Figure I1-9)



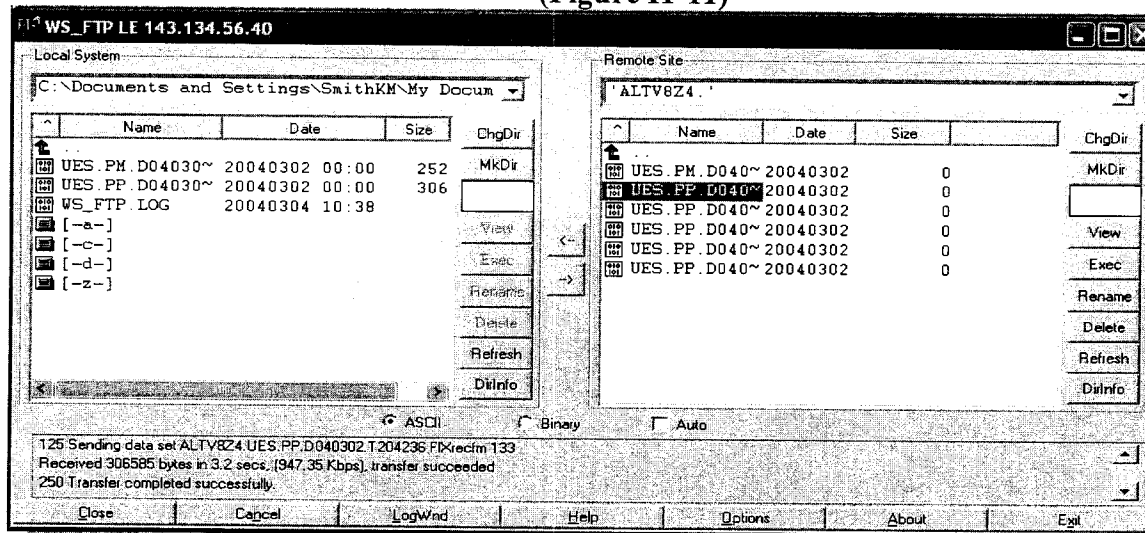
Step 10: Find the downloaded file highlight it. Ensure to click on **ASCII** file. Click on the arrow pointing to the left.

(Figure I1-10)



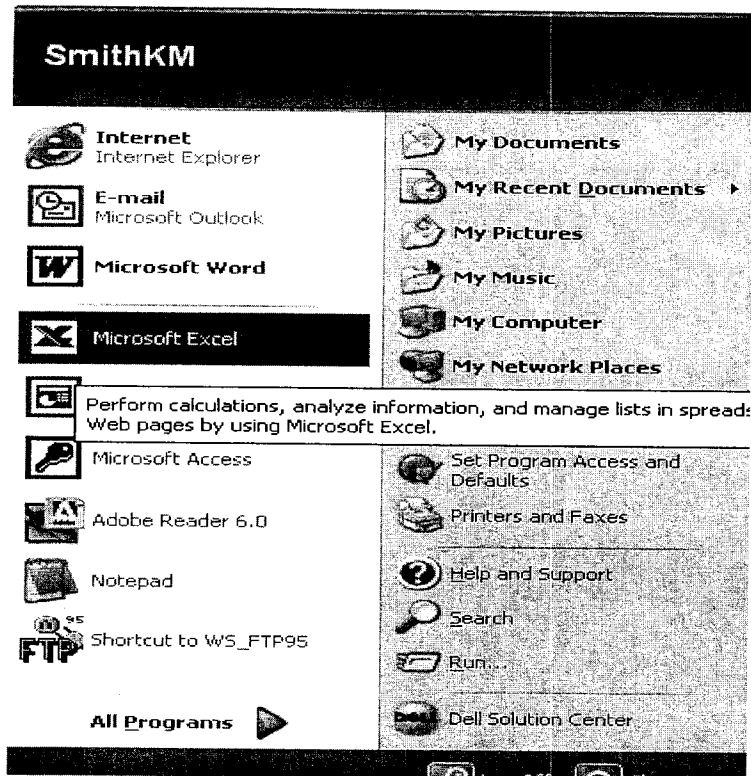
Step 11: This screen will pop up in the middle of the screen. Once transfer is complete, you will see that the file is now on the opposite side.

(Figure I1-11)



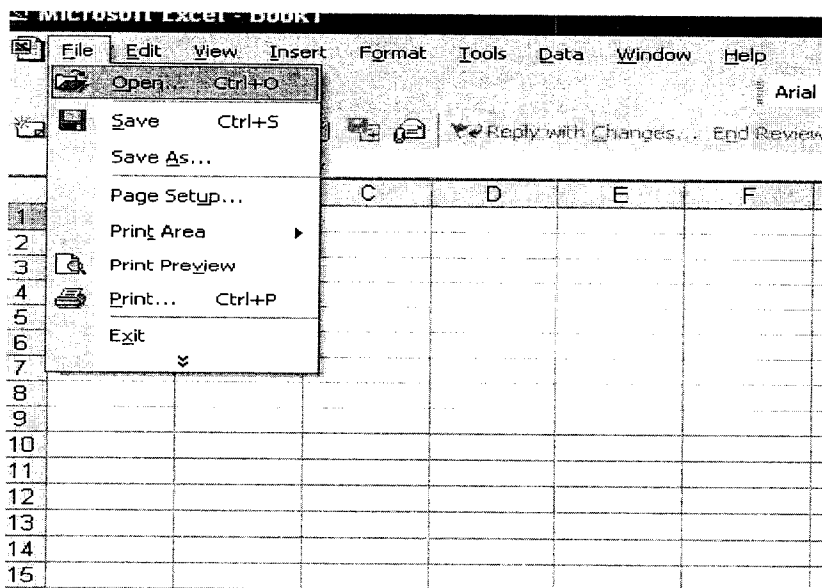
Step 12: Your file has now been transferred to the left column. Take good notes on where you saved this file. Close out the FTP program by clicking on the X at the top right hand corner.

(Figure I1-12)



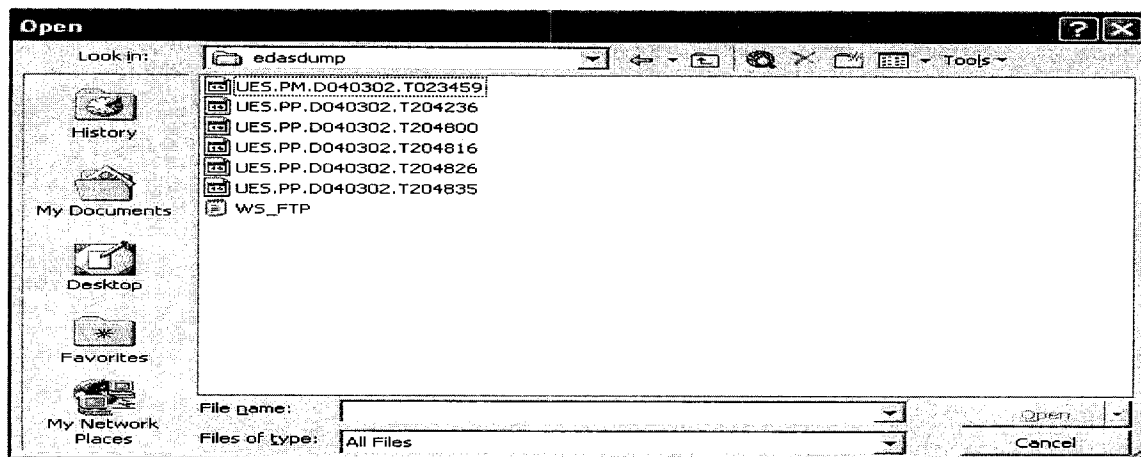
Step 13: Go to **START** on your desktop and open up excel program by clicking on Microsoft Excel.

(Figure I1-13)



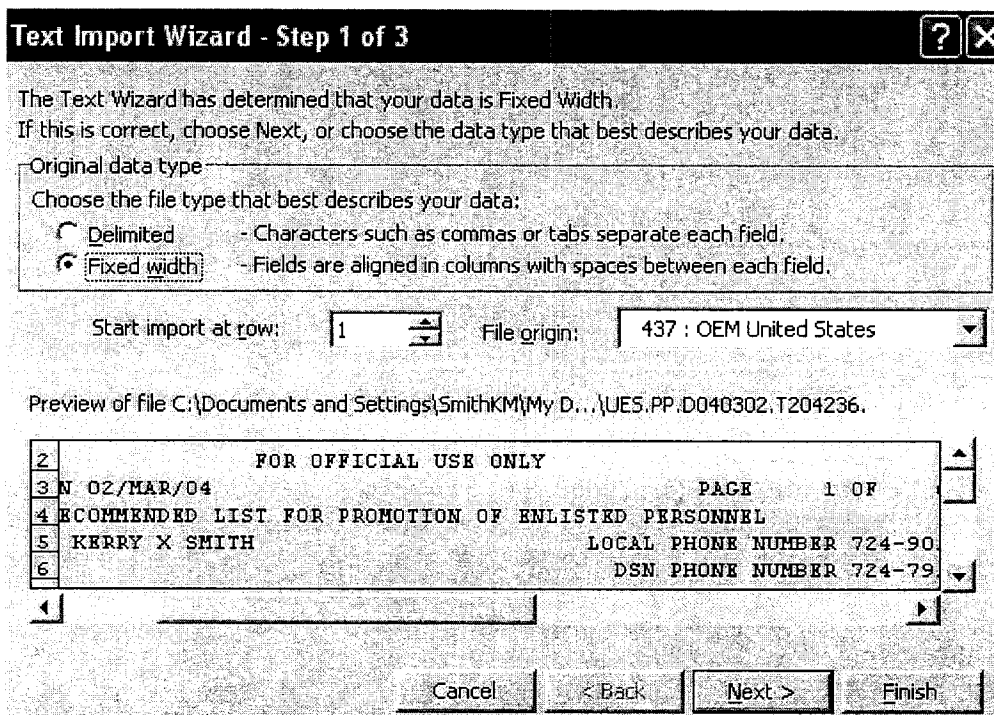
Step 14: Go to file **OPEN**.

(Figure I1-14)



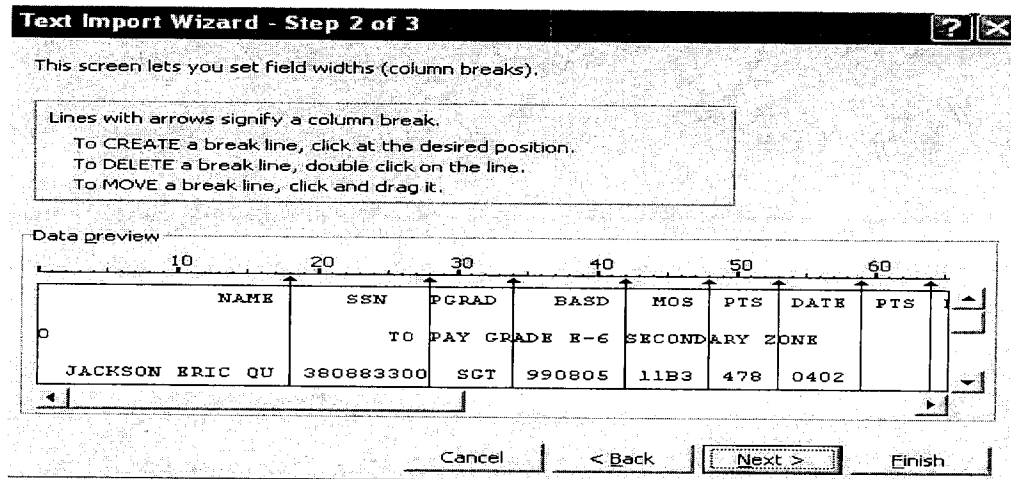
Step 15: Go where you saved your file from the FTP program. Make sure that you arrow key down on the files of type and hit **ALL FILES**. Double click on the name of your file that you saved; this will also be the same number at the bottom of the PERNET screen when you asked it to FTP.

(Figure I1-15)



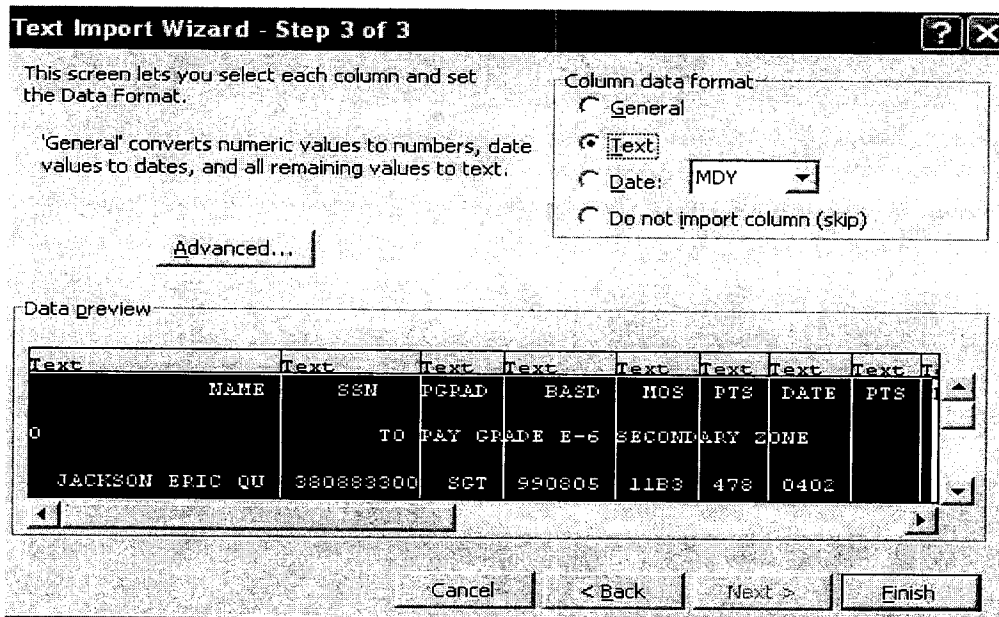
Step 16: Ensure that the Fixed Width block is checked and hit **NEXT**.

(Figure I1-16)



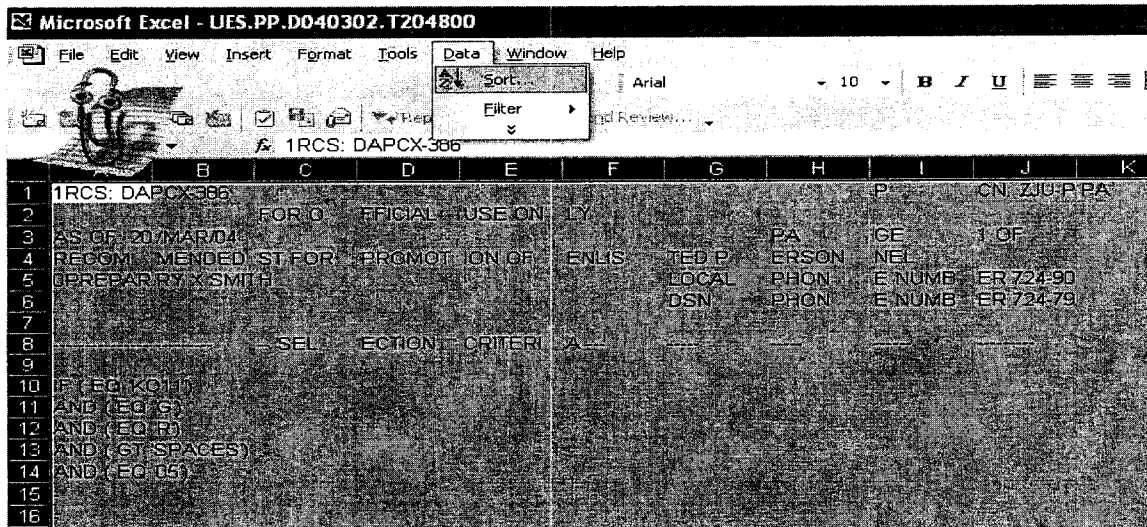
Step 17: This screen will appear. Recommend that you arrow key down until you see the first name of the Soldier on the by-name. Insert a column break in the correct place. If you do not scroll all the way down, you will cut off the ssn or name. You create, delete or move a line break by clicking or double clicking on the arrow line itself. Line the arrows up where you want the actual column break to be on the excel spreadsheet. After you have placed your column breaks click **NEXT**.

(Figure I1-17)

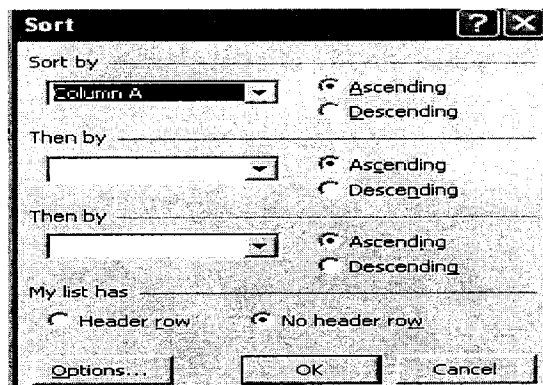


Step 18: Once this screen appears, hold the shift key down and highlight each of the columns. Change the format from general to **TEXT**. Once you highlight all columns, click on the Text button. **If you skip this step, all the columns that begin with a zero in the numbers (like met cutoff and ssn) the zero will be missing at the beginning of the date.** You are then complete and click **FINISH**.

(Figure I1-18)

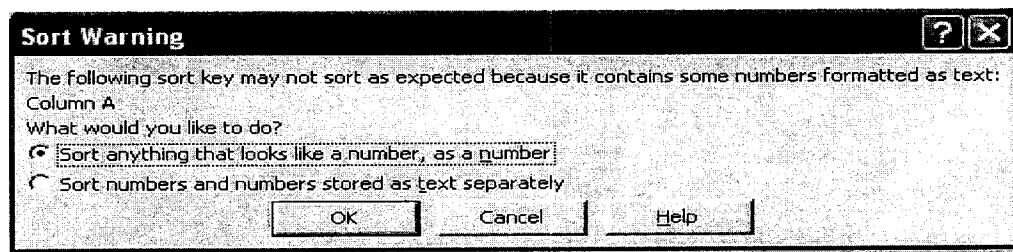


Step 19: Click the entire spreadsheet and go to **DATA** and **SORT** and click **ENTER**.
(Figure I1-19)



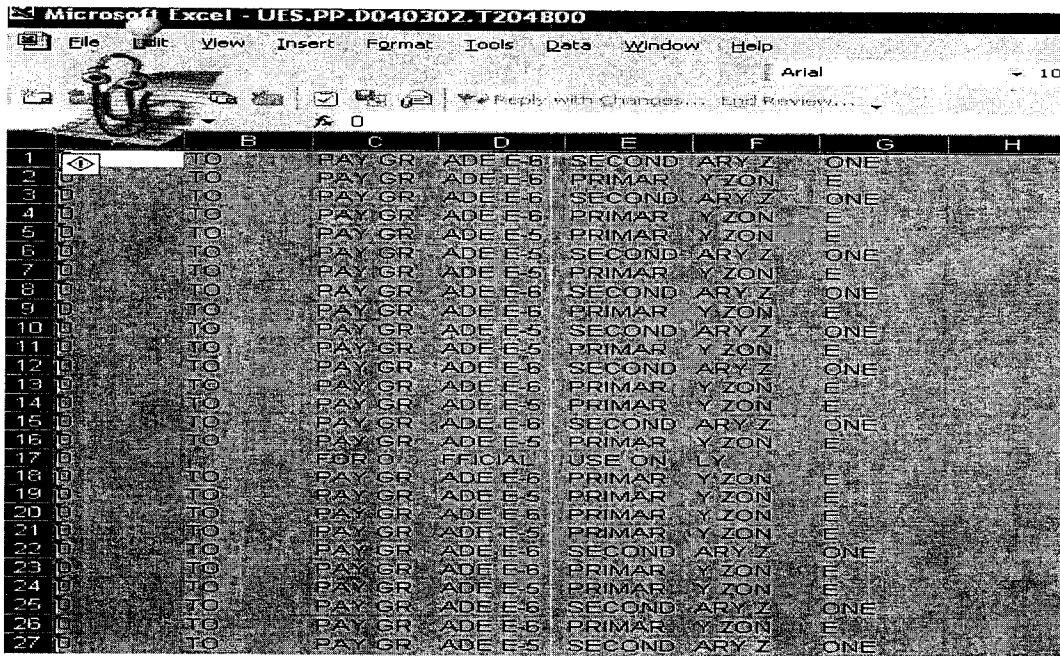
Step 20: You want to sort by column A and click **OK**.

(Figure I1-20)



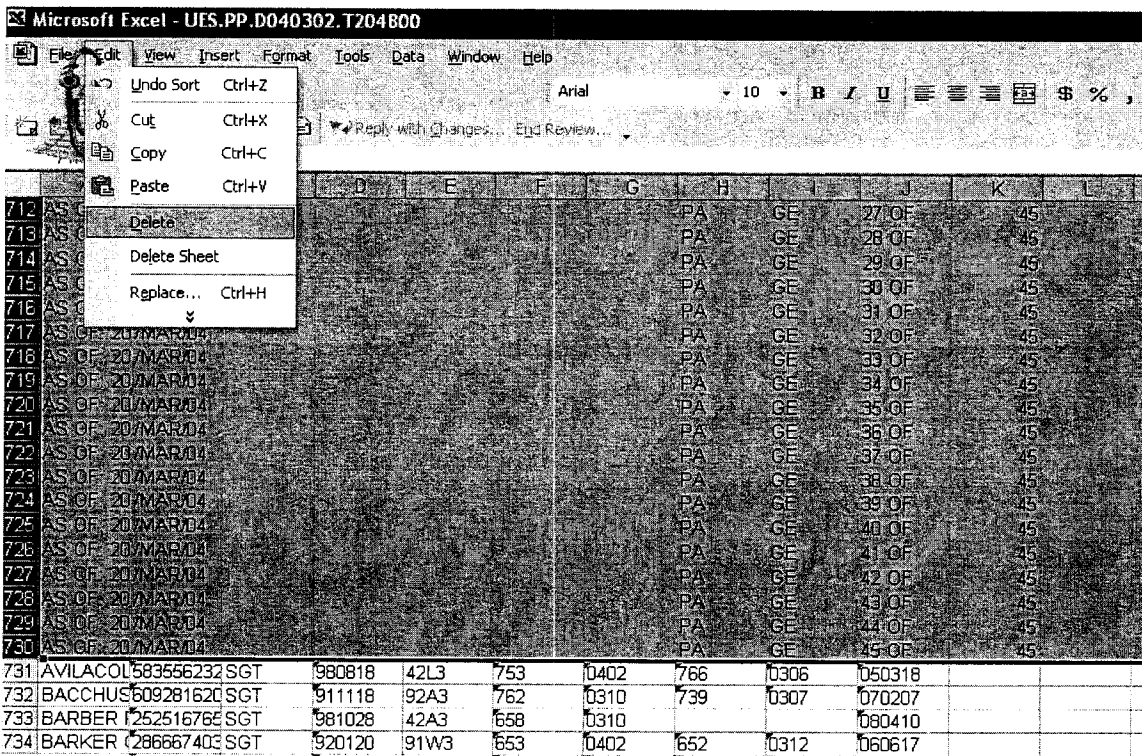
Step 21: Depending on what version of windows you have loaded on your computer, this screen may or may not come up, click **OK**.

(Figure I1-21)



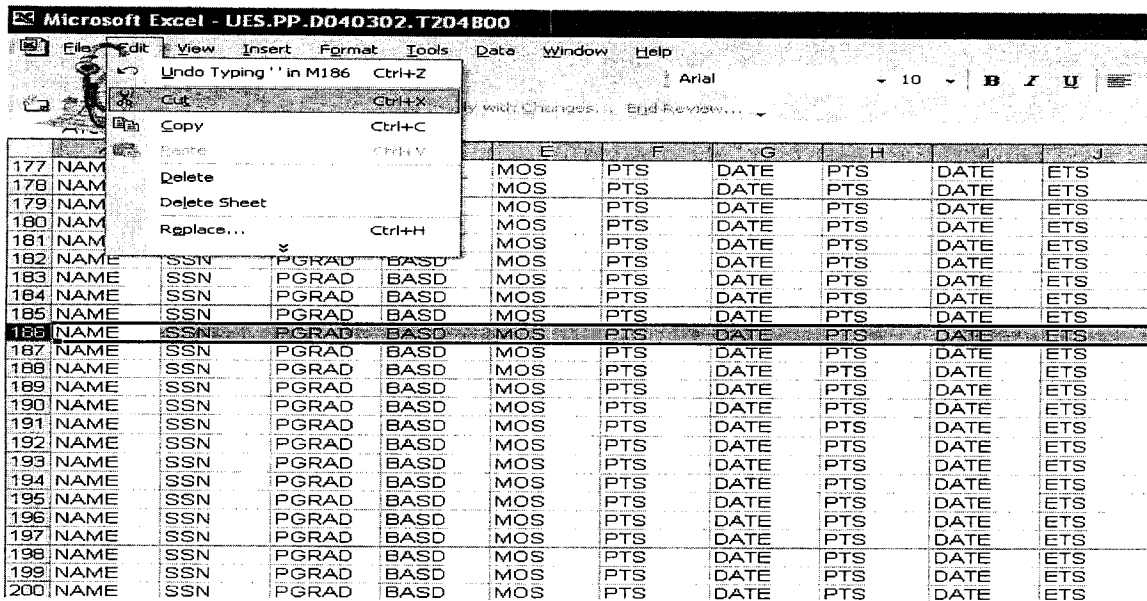
Step 22: Your screen should like this.

(Figure I1-22)

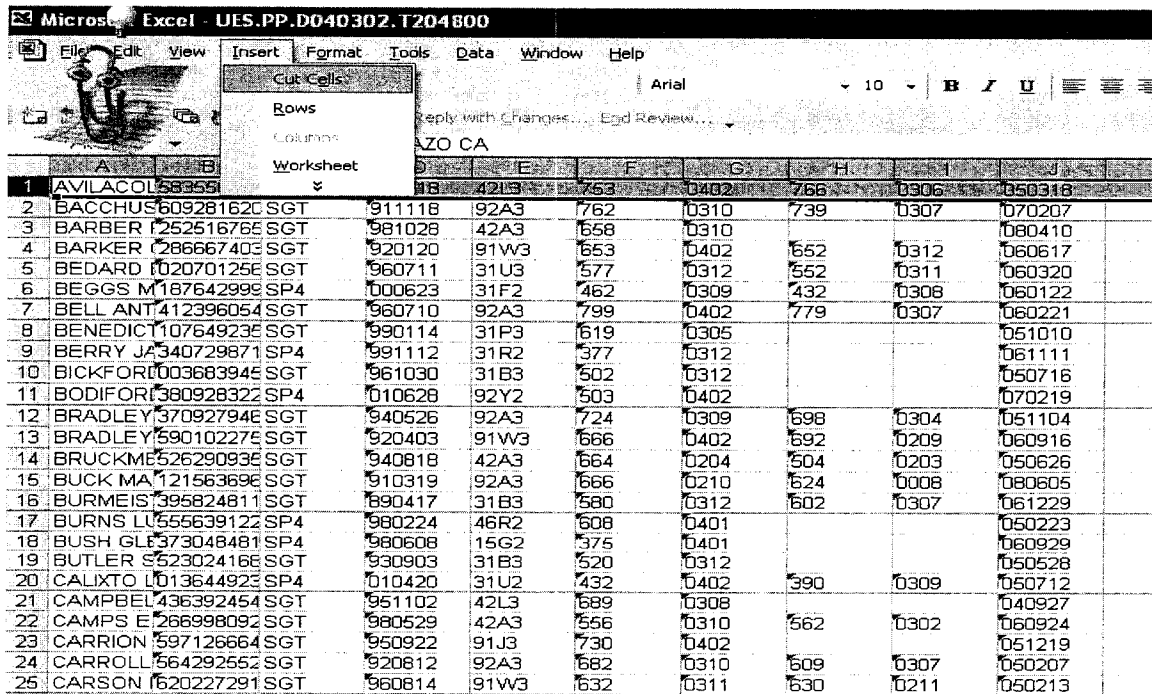


Step 23: Highlight the first line and click and drag to highlight all the information. Drag down until you see the first name of the alphabet. Go to **EDIT** and **DELETE** and click **ENTER**.

(Figure I1-23)



Step 24: Scroll down to letter N. Click any line, go to **EDIT** and **CUT** and click **ENTER**.
(Figure I1-24)



Step 25: Go to the beginning of the document to place your header row and click **INSERT** and click **CELLS** and click **ENTER**.

(Figure I1-25)

Microsoft Excel - UES.PP.D040302.T204800

File Edit View Insert Format Tools Data Window Help

10 B I U

Reply with Changes

	A	B	C	D	E	F	G	H	I	J	K
	NAME	SSN	PGRAD	BASD	MOS	PTS	DATE	PTS	DATE	ETS	
1	NAME	SSN	PGRAD	BASD	MOS	PTS	DATE	PTS	DATE	ETS	
2	AVILACOL	583556232	SGT	980818	42L3	753	0402	766	0306	050318	
3	BACCHUS	609281620	SGT	911118	92A3	762	0310	739	0307	070207	
4	BARBER	252516765	SGT	981028	42A3	658	0310			080410	
5	BARKER	286667403	SGT	920120	91W3	653	0402	652	0312	060617	
6	BEDARD	020701256	SGT	960711	31U3	577	0312	552	0311	060320	
7	BEGGS	187642999	SP4	000623	31F2	462	0309	432	0308	060122	
8	BELLANT	412396054	SGT	960710	92A3	799	0402	779	0307	060221	
9	BENEDIC	107649235	SGT	990114	31P3	619	0305			051010	
10	BERRY	340729871	SP4	991112	31R2	577	0312			061111	
11	BICKFORD	003683945	SGT	961030	31B3	502	0312			050716	
12	BODIFORD	380928322	SP4	010628	92Y2	503	0402			070219	
13	BRADLEY	370927946	SGT	940526	92A3	724	0309	698	0304	051104	
14	BRADLEY	590102275	SGT	920403	91W3	666	0402	692	0209	060916	
15	BRUCKME	526290935	SGT	940818	42A3	664	0204	604	0203	050626	
16	BUCK MA	121563696	SGT	910319	92A3	666	0210	624	0008	080605	
17	BURMEIS	395824811	SGT	890417	31B3	580	0312	602	0307	061229	
18	BURNS LU	555639122	SP4	980224	46R2	608	0401			050223	
19	BUSH GL	373048481	SP4	980608	15G2	375	0401			060929	
20	BUTLER	523024168	SGT	930903	31B3	520	0312			050528	
21	CALIXTO	013644923	SP4	010420	31U2	432	0402	390	0309	050712	
22	CAMPBELL	436392454	SGT	951102	42L3	689	0308			040927	
23	CAMPS E	266998092	SGT	980529	42A3	656	0310	662	0302	060924	
24	CARRION	597126664	SGT	950922	91J3	730	0402			051219	
25	CARROLL	564292557	SGT	920812	92A3	682	0310	609	0307	050207	

Step 26: While the entire document is highlighted, double click on the line between column A and B and click ENTER.

(Figure I1-26)

Microsoft Excel - UES.PP.D040302.T204800

File Edit View Insert Format Tools Data Window Help

10 B I U

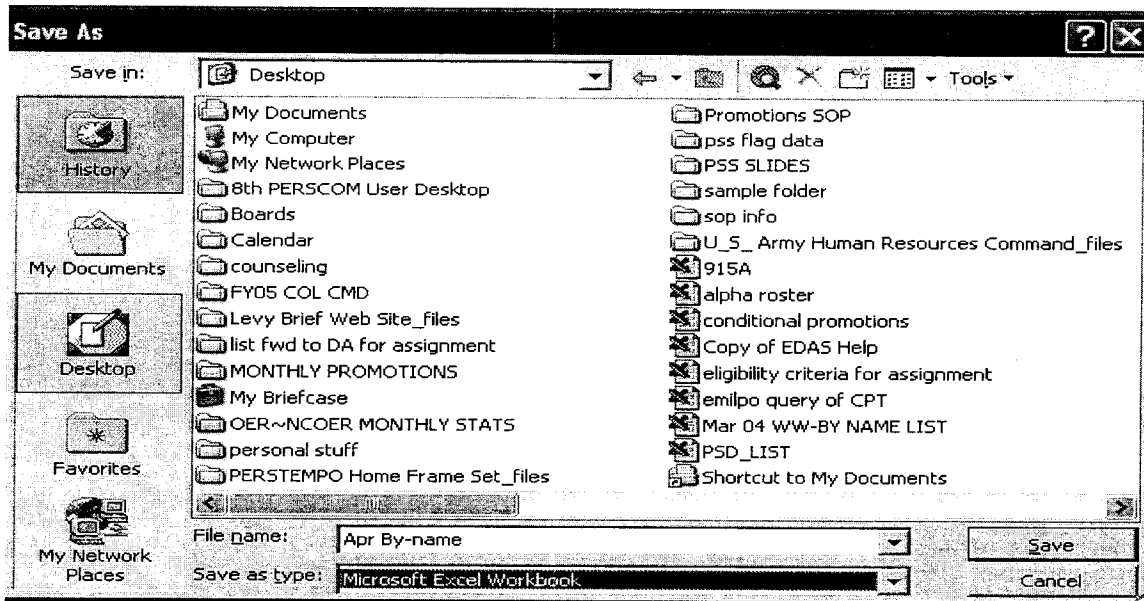
Reply with Changes

09

	A	B	C	D	E	F	G	H	I	J	K
	NAME	SSN	PGRAD	BASD	MOS	PTS	DATE	PTS	DATE	ETS	
1	NAME	SSN	PGRAD	BASD	MOS	PTS	DATE	PTS	DATE	ETS	
2	AVILACOLLAZO CA	583556232	SGT	980818	42L3	753	0402	766	0306	050318	
3	BACCHUS LANCELO	609281620	SGT	911118	92A3	762	0310	739	0307	070207	
4	BARBER REGNOR A	252516765	SGT	981028	42A3	658	0310			080410	
5	BARKER CURTIS D	286667403	SGT	920120	91W3	653	0402	652	0312	060617	
6	BEDARD ERIC MIC	020701256	SGT	960711	31U3	577	0312	552	0311	060320	
7	BEGGS MICHAEL W	187642999	SP4	000623	31F2	462	0309	432	0308	060122	
8	BELL ANTONIO LO	412396054	SGT	960710	92A3	799	0402	779	0307	060221	
9	BENEDICT JAMES	107649235	SGT	990114	31P3	619	0305			051010	
10	BERRY JAMES EAR	340729871	SP4	991112	31R2	577	0312			061111	
11	BICKFORD KELLY	003683945	SGT	961030	31B3	502	0312			050716	
12	BODIFORD JASMIN	380928322	SP4	010628	92Y2	503	0402			070219	
13	BRADLEY KEVIN M	370927946	SGT	940526	92A3	724	0309	698	0304	051104	
14	BRADLEY KIP HAR	590102275	SGT	920403	91W3	666	0402	692	0209	060916	
15	BRUCKMEIER ANTH	526290935	SGT	940818	42A3	664	0204	604	0203	050626	
16	BUCK MARK EDWAR	121563696	SGT	910319	92A3	666	0210	624	0008	080605	
17	BURMEISTER DAVI	395824811	SGT	890417	31B3	580	0312	602	0307	061229	
18	BURNS LUCAS WIL	555639122	SP4	980224	46R2	608	0401			050223	
19	BUSH GLEN THOMA	373048481	SP4	980608	15G2	375	0401			060929	
20	BUTLER SHANNON	523024168	SGT	930903	31B3	520	0312			050528	
21	CALIXTO LUIS AL	013644923	SP4	010420	31U2	432	0402	390	0309	050712	
22	CAMPBELL RODNEY	436392454	SGT	951102	42L3	689	0308			040927	
23	CAMPS ERIC EMAN	266998092	SGT	980529	42A3	656	0310	662	0302	060924	
24	CARRION ENRIQUE	597126664	SGT	950922	91J3	730	0402			051219	
25	CARROLLEDWARDS	564292552	SGT	920812	92A3	682	0310	609	0307	050207	
26	CARSON MELISSA	620227291	SGT	960814	91W3	632	0311	630	0211	050213	

Step 27: After you click ENTER your spreadsheet should all line up in the correct columns.

(Figure I1-27)



Step 28: Make sure that you save the file where you can find it (such as desktop) and then name it what you want under file name. Ensure you change the Save as type from Text delimited to **Microsoft Excel Workbook** and click **SAVE**. You now have FTPd the promotion C10 and saved it in excel format to conduct your accountability.

(Figure I1-28)

Microsoft Excel - Sample C10

Arial 8

File Edit View Insert Format Tools Data Window Help

Reply with Changes... End Review...

A263 NAME

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
263																
264	JACKSON KENDALL	117338515	SP4	980720	4272	504	0311			051119	17AV	W0CYMTD	010052AYBN1HC	20021120	20050222	
265	ALLEN JOSHUA	123456789	SP4	010816	32A2	516	0310			050615	17AV	W0CYMTD	0017AV1HC	20030415	20050302	
266	PETERS ROBERT D	123456789	SP4	010816	31L2	397	0312			050627	15IG	W0CYMTD	0275SCDCS OPERATIO	20030101	20050314	
267	COTT SHAWN R	123456789	SP4	981110	25V2	439	0307	990	0306	041103	AFBN	W40114	AMERFOR KOR NETLW	20010110	20050418	
268	TURNER ANDREW A	123456789	CPL	010507	97B2	588	0308			060506	501M	W0CYMTD	05P4M1HC	20021201	20050324	
269	GLEMONS RICKY W	123456789	SP4	000626	30F2	557	0306			060707	15IG	W0CYMTD	0304SCH1HC	20020101	20050419	
270	GOLDSBERRY CLAY T	123456789	SP4	090630	15G2	631	0310	527	0309	071104	17AV	W0CYMTD	AV BN 04 CO B	20000630	20050516	
271	STURDIVANT RITA	123456789	SP4	051126	4212	420	0304	441	0203	050606	605A	W0CYMTD	USA ELE USFORCES HQ	19980128	20050518	
272	ANDRES GABRIEL	123456789	SP4	090414	2502	469	0312			050803	17AV	W0CYMTD	AV BN 04 CO A	20010201	20050603	
273	QUINLAN ARMANDO	123456789	SP4	050827	1502	530	0314	577	0308	060108	17AV	W0CYMTD	AV BN 04 CO A	20020703	20050616	
274	LEE TAE WAN	123456789	SP4	980924	42A2	402	0210			060325	8PERSCOM	W0CYMTD	0008AGPERS CMD	20000701	20050731	
275	RAMANUJAMOORTHY	123456789	SP4	000824	4212	681	0309	636	0307	060325	15IG	W0CYMTD	UNC SCTY FORGET	20021021	20050720	
276	RICHARDSON CARL	123456789	SP4	000803	5112	589	0311			060326	17AV	W0CYMTD	010052AYBN1HC	20021003	20050804	
277	PARK HAN YONG	123456800	SP4	011102	73C2	577	0312			060429	175FN	W0CYMTD	FI BN DET A	20030102	20050825	
278	MINSEY JUSTIN D	123456801	SP4	050725	5802	593	0311			070827	501M	W0CYMTD	MI HHC ALD	20020925	20050903	
279	JONES CHRISTOPH	123456802	SP4	070116	73C2	413	0312			051116	175FN	W0CYMTD	FI BN DET A	20020701	20050816	
280	WOLFE LASHAWN	123456803	SP4	080121	52C2	538	0209	511	0205	040307	191SC	W0CYMTD	0595CSMANT REAR D	20000201		
281																
282																
283																
284																
285																
286																

Not Reported in Edas
Flagged Edas E-Mipo
Flagged in Edas not E-Mipo
Unreported Deros, still in country
22 PCS

Example copy of reconciled C10 that will be provided to TAPS. Do not delete Soldiers from the EDAS C10.

(Figure I2)

Appendix J (Removal from the Promotion Standing List)

1. **PURPOSE:** This SOP prescribes the standard procedures for removing a Soldier from the promotion standing list.

2. **REFERENCE:** AR 600-8-19, Enlisted Promotions and Reductions, Chapter 3-28.

3. **RESPONSIBILITIES:**

a. Soldiers may be removed any time from the promotion standing list. All Soldiers will be informed in writing of the removal action. The Soldier's commander verifies that a condition exists to have a Soldier removed and prepares memorandum to Soldier of intent to remove from the promotion standing list (Figure J1). The memorandum is forwarded to the promotion authority for their recommendation (Figure J2). Both memorandums and all supporting documentation are forwarded to the PSD for removal.

b. PSD will remove the Soldier from the recommended list and if applicable the promotion by-name list (using steps in Appendix H, Figure H4-1 thru H4-8). Promotions clerk will prepare the removal memorandum notifying the Soldier in writing the removal has taken place (Figure J3). Once the Soldier is removed the action is final.

c. PSDs will verify that the transaction has taken place when reconciling the monthly EDAS C10. Ensure packet is maintained and filed IAW AR 600-8-19, 3-28 (c).

DEPARTMENT OF THE ARMY
A Company, 345th Signal Battalion
UNIT # 00000
APO AP 96205

OFFICE SYMBOL

DATE: _____

MEMORANDUM FOR SGT Rat, Mice, 123-45-6789 A Company, 345th Signal Battalion, Unit #15551, APO AP 96205-0156

SUBJECT: Notification of Intent to remove from the Promotion Standing List

1. I am recommending that you be removed from the promotion standing list for (list reason, adverse action, PT failure of record APFT) IAW AR 600-8-19, paragraph 3-28. This memorandum will be submitted to LTC Doe for approval and submission to the servicing Personnel Services Battalion.
2. To become eligible for list standing again, you must be fully qualified and be re-boarded.

MAD P. MANN
CPT, SC
Commanding

(Figure J1)

DEPARTMENT OF THE ARMY
345th Signal Battalion
UNIT # 00000
APO AP 96205

OFFICE SYMBOL

DATE: _____

MEMORANDUM FOR Commander, Alpha Detachment, _____th Personnel Services Battalion,
APO AP 962-5-5316

SUBJECT: Removal from Promotion Standing List

1. I direct that SGT Rat, Mice C., 123-45-6789. A Company, 345th Signal Battalion, be immediately removed from the promotion standing list. SGT Rat has been notified in writing of this action.
2. Documentation supporting this request is enclosed.

Encl
as

JOHN DOE
LTC, SC
Commanding

(Figure J2)

DEPARTMENT OF THE ARMY
__Det, __th Personnel Services Battalion
UNIT # 00000
APO AP 96205

OFFICE SYMBOL

DATE: _____

MEMORANDUM FOR Commander, A Company, 345th Signal Battalion, Unit#15551, APO AP 96205-0156

FOR SGT Rat, Mice C., 123-45-6789, A Company, 345th Signal Battalion, Unit #15551, APO AP 96205-0156

SUBJECT: Removal from Promotion Standing List

1. _____ has been removed from the Promotion Standing List per memorandum received by this office, dated 1 November 2003.
2. SGT Rat's promotion packet will be retained in the function files of the PSD for 2 years IAW AR 600-8-19, Chapter 3, paragraph 28.
3. Promotion authority must submit a DA Form 4187 requesting Soldier be reinstated on the list if this removal action is later found to be erroneous. The request must include supporting documentation.
4. Point of contact for this action is SSG Jones, at DSN 723-0000 or the undersigned at 724-0000.

FOR THE COMMANDER:

CHIEF OF PSD SIGNATURE BLOCK

(Figure J3)

Appendix K (Processing Exception To Policies (ETP))

1. PURPOSE: To provide information to each PSD concerning the Exception to Policy process.

2 REFERENCES: AR 600-8-19, Enlisted Promotions and Reductions and Human Resource Command Promotions Web page.

3. DISCUSSION:

a. Exception to Policy (ETP) requests are considered on a case-by-case basis and are not intended to set a precedence or pattern on what will/will not be favorably considered in the future. The intent of the exception to policy process is to correct an injustice to a Soldier; however, the integrity of the promotion system must be maintained at all times.

b. The Human Resources Command, Enlisted Promotions Branch, will respond in writing to each ETP request. As a training aid and in an effort to reduce reoccurring errors, discrepancies will be noted in the response.

4. REQUIREMENTS:

a. All ETP requests must be fully justified with a clear and explicit explanation of the error or injustice. Be as specific as possible in the request and always use the correct format in accordance with Preparing and Managing Correspondence (AR 25-50). PSDs should continue to process promotion actions on all Soldiers pending an ETP decision.

b. Promotions work sections and serviced unit must review all cases for completeness and accuracy using the ETP checklist (Figure K1-1 thru K1-2) prior to forwarding to Theater Army Personnel Services (TAPS). Take full advantage of all appropriate regulations, MILPER Messages, Information Papers, Cutoff Score Memorandums, ACE Guides, local SOPs and all available resources when reviewing case packets.

c. A complete legible copy of the Soldier's promotion packet, memorandum from the PSD explaining circumstances (Figure K2) endorsed by the PSB Battalion Commander (Figure K3) must be included in the packet.

d. All ETP requests will be submitted to Theater Army Personnel Services (TAPS) with all required supporting documentation to obtain the Commander, 8th PERSCOM's recommendation for approval/disapproval. TAPS will forward all ETPs to Commander Human Resource Command.

e. Upon approval/disapproval from HRC, TAPS will forward back all correspondence to the servicing PSD to notify Soldier of outcome.

Exception to Policy Checklist

A complete legible copy of the Soldier's promotion packet to include all DA Form 3355's, The Soldier's signed memorandum of responsibility, all source documents to support all points awarded, and any substantiating documentation must be included with the request. All supporting source documents must be screened for validity and legibility. Pay close attention to the dates on all documents and the accuracy of transcription from source documents to the promotion worksheet (DA Form 3355). At a minimum (not all-inclusive), the following source documents must be included with all ETP requests:

- (1) Personnel Services Battalion Commander's memorandum recommending approval/disapproval.
- (2) Personnel Services Detachment memorandum of approval/disapproval explaining circumstances.
- (3) DA Form 3355s (original through current) and all requests for reevaluations/points adjustments.
- (4) Approved promotion board proceedings.
- (5) APFT & weapons card.
- (6) All military awards listed on DA Form 3355.
- (7) All military education listed on DA Form 3355.
- (8) All civilian education (remember only ONE transcript is authorized).
- (9) EDAS C-10 (Recommended List) with current points and date reflected on report.
- (10) Memorandum of Responsibility.
- (11) Promotion cutoff scores for month Soldier claims he/she exceeded cutoff.

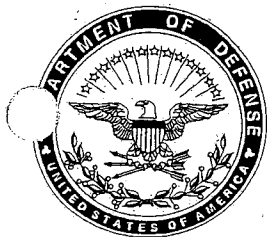
Leaders Checks: Always verify/check the following on DA Form 3355 and all source documentation for eligibility and data accuracy:

- a. Check the BASD, DOR, Grade, PMOS, and DMOS (in regards to the Airborne Promotion Advantage) for data accuracy and deviations between the TAPDB, eMILPO and DJMS. It should be noted, promotion selection is dependent upon data accuracy as reflected in the TAPDB.

(Figure K1-1)

- b. Check BASD for promotion zone of eligibility (primary or secondary).
- c. Verify NCOES qualification (SSG/PLDC Grad) by reviewing DA Form 1059 and ATRRS.
- d. Verify and validate (IAW AR 600-8-19) all promotion points awarded (with source documents) on the applicable DA Form 3355. Pay close attention in validating points where the alleged error occurred and possible adjustment (retroactive adjustment) may be required.
- e. Is the APFT current (12 months from date cutoff score was met)?
- f. Check weapons qualification score, date, and points awarded.
- g. Check and verify Commander's points.
- h. Are all required signatures on all memorandums, DA Form 3355(s), board proceedings and source documents?
- i. Awards - all awards with official orders/award certificates must contain the order number and date.
- j. DA Form 87 or course completion certificate for all military training. A field grade officer serving in a LTC or higher position or GS12 must sign (DA Form 87/Certificate). Use DA PAM 611-21 and DA PAM 351-4 to check validity of training (MOSIT, MOS producing or proficiency training).
- k. Individual army correspondence sub course completion notices or automated detailed listing of all completed courses (sub courses must be listed individually and each page must reflect the Soldier's full name and SSN).
- l. Transcript/grade sheets for accredited college or university.
- m. DANTES/CLEP exam completion forms (correct credit awarded?).
- n. Education improvement point's awarded/authorized?
- o. Are total administrative points correct?
- p. Are total promotion board points correct (as reflected on approved board proceedings)?
- q. Is the total promotion score correct (mathematical errors)?
- r. Ensure the Soldier has enough valid/verified promotion points to meet or exceed a cutoff score. Always check all pertinent HQDA cutoff score(s) in the correct PMOS and zone of eligibility for all months pertinent to each case.

(Figure K1-2)



DEPARTMENT OF THE ARMY
HEADQUARTERS, 516TH PERSONNEL SERVICES BATTALION
UNIT #15552
APO AP 96205-0089

EAPC-UA-CDR (600-8-19)

MEMORANDUM THRU Commander, 8th Personnel Command, ATTN: TAPS, APO AP 96205

FOR Commander, Human Resources Command - Alexandria, ATTN: TAPC-MSP-E, Alexandria, VA 22332-0450

SUBJECT: Exception to Policy for Promotion for SPC

1. Recommend approval.
2. Request be promoted to SGT, effective 1 February 2004.
3. submitted a promotion point reevaluation request to his unit S1 on 15 December 2003. The unit did not submit the request to the Promotion Workcenter until 30 December 2003. Her promotion points were recomputed to 449, but were not input into EDAS until January 2004. Had the unit submitted the request to the Promotion Workcenter by the published 20th of the month suspense, his points would have been input into EDAS in December with an effective date of 1 February 2004. The promotion point cut-off score in the primary zone for MOS 92Y for 1 February 2004 was 426.
4. Point of contact for this action is at 724-6330.

11 Encls

1. EAPC-UA-C Memo
2. EANC-T-CDR Memo
3. DA Form 3355
4. Board Proceedings
5. EDAS Printout
6. PT/WPN Card
7. Mil Ed Documents
8. ERB
9. Cutoff scores
10. Statement of Responsibility
11. MILPO Suspense Roster

LTC, AG
Commanding

(FIGURE K3)



DEPARTMENT OF THE ARMY
CHARLIE DETACHMENT 516TH PERSONNEL SERVICES BATTALION
UNIT: 15493
APO AP 96218-5493

REPLY TO
ATTENTION OF

EAPC-UA-C

17 February 2004

MEMORANDUM THRU

Commander, 516th Personnel Services Battalion, Unit 15552, APO AP 96205-5552

Commander, 8th PERSCOM, Unit 15316, APO AP 96205-15316

FOR Commander, United States Army Human Resource Command - Alexandria, ATTN:
TAPC-MSP-E, 200 Sovall Street, Alexandria, Virginia 22332-0443

SUBJECT: Request Exception to Policy for

1. submitted a request for an administrative reevaluation to the Personnel Administrative Center on 15 December 2003. The admin clerk that received the documents held onto the request until about 30 December 2003 upon which time he attempted to turn the request into the Promotions Work Center of the Personnel Services Detachment. The attending Promotions Work Center specialist informed the PAC clerk that because the request was received after the locally established monthly cutoff of the 20th, it would be processed for the month of January 2004 due to the missed suspense.

2. Point of contact is at DSN (315) 768-6954, COM (011) 82-53-470-9654.

2 Encls

1. Group CDR Memo
2. Promotion Packet

CPT, AG
Commanding

(FIGURE K2)